

# IMPORTANT DATES FOR *MOSAIC* 2024

**Gallery:** Trinity Gallery, Shenkman Arts Centre, 245 Centrum Blvd, Orléans, ON K1E 0A1

**Exhibition Dates:** October 24, 2024 to January 7, 2025

**Online Registration:** August 1 to 29, 2024

**Jury Day** at Notre-Dame-des-Champs Recreation Centre, 3659 Navan Rd, Orléans, ON K4B 1H9: drop off of artworks on September 14 2024 10:00 am to 12:00 pm and pick up of artworks on Saturday September 14 between 4:30 and 5:30 pm

**Hanging Day** (drop off of selected artworks): October 23, 1 to 3 pm

**Reception** and Award Ceremony at Trinity Gallery, Shenkman Arts Centre, 245 Centrum Blvd, Orléans, ON K1E 0A1: Thursday, October 24, 2024, 5:30-7:30 pm

**Pick up of unsold artworks** at Trinity Gallery, Shenkman Arts Centre, 245 Centrum Blvd, Orléans, January 8, 2025 between 10 am and 11am

## Mosaic 2024 – Eligibility and Conditions of Entry

### PLEASE READ THE COMPLETE DOCUMENT

#### 1. Eligibility

1.1 Open to all Arteast Ottawa members in good standing. If you are not a member, or need to renew your membership, please [visit our Membership page](#).

1.2 Size limit for two-dimensional artwork:

- Up to 48" in width and 72" in height.
- Artworks on gallery canvas or gallery wall panel (thickness of 1.5") do not need to be framed. However, if the canvas is not framed, the edges must be finished or taped in black or white or as may suit the piece (no naked edges).
- Artworks on studio canvas or studio wall panel (thickness less than 1.5"), must be framed.
- Artworks mounted on aluminium panels do not need to be framed and the edges do need to be finished as per other substrates.
- When measuring your artwork, include the frame if applicable.

1.3 Size limit for three-dimensional artwork: 16" (width) x 16" (depth) x 36" (height). for fragile. Fragile work may be exhibited in the Arteast glass cabinet. Detailed instructions must accompany the installation of three-dimensional work. Please bring on jury day.

- 1.4 Maximum weight for two-dimensional work is no more than 40 lbs. Maximum weight for three-dimensional work is no more than 100 lbs.
- 1.5 All submissions must be original artwork and not be copies or derivatives of someone else's paintings, photography (copyrighted or not), or other artistic work. The artwork must be solely created by the artist without guidance from an instructor(s). Artwork generated using an artificial intelligence (AI) platform is NOT permitted.

## 2. Art Submissions for the Online Registration Process

- 2.1 Maximum of two (2) artworks per artist.
- 2.2 Artworks entered in previous *Mosaic* exhibits and winning artworks of Arteast Awards Exhibitions are ineligible.
- 2.3 An electronic image of the artwork must be provided at time of registration. Please refer to the Arteast Ottawa **image guidelines**. The filename format must be as follows: lastname\_titleofwork.jpg (example: smith\_seascape.jpg). To ensure your image meets our requirements **please ensure the following image guidelines are met:**
  - Take an image of your work **prior** to framing it or putting it behind glass
  - Ensure there are no backgrounds (i.e., rugs, walls, furniture, etc. in the image). Your image should be of your work only.
  - Pictures of your work should be taken straight on (i.e., work should not be at an angle, crooked, tilted against a wall, etc.).
  - Do not add a watermark to your image.
- 2.4 According to Canadian law the artist retains copyright of their work. By submitting to this exhibition, the participant affords Arteast Ottawa and the City of Ottawa permission to use an image of their artwork on their website, social media, poster, and other promotional printed and digital material.
- 2.5 Ensure that your entries will be available during the dates of the exhibition. Substitution will not be permitted.
- 2.6 No changes in artwork title or price will be permitted following the close of registration for submissions. Applicants can make changes to their online submissions **prior** to the close of registration by contacting the coordinator. Members wishing their titles to appear in both languages must provide the translation on the online registration form.
- 2.7 Works must not be removed before the end of the exhibition. The protocol for everyone participating in this exhibition is to pick up their work at the appointed time or have someone else do it for them.

### 3. Requirements for Jury Day

- 3.1 Works must be dropped off between 10:00 am and 12:00 pm and picked up later the same day between 4:30 pm and 5:30 pm after the jurying process.
- 3.2 Works must be clean, dry when submitted during jury day. Works that do not meet these criteria will not be accepted for jurying.
- 3.3 Works must be ready for hanging with the appropriate hanging hardware attached. Please consult Arteast's [hanging hardware guidelines](#) on the website. In addition to the registration fee, a penalty will be imposed on artworks with noncompliant hanging hardware. Artwork with the incorrect hardware will be noted on Jury Day. On the day that selected artworks are to be hung, if the hardware is still noncompliant, Arteast volunteers will correct it and a fee will be charged of \$30 per piece. Repeat offenders will be charged an additional \$10 per year in addition to the fee paid the previous year.
- 3.4 All works must be identified, on the back of the work or as suitable for the submission, with the name of the artist and the title.
- 3.5 **Fragile artwork:** artists will be responsible for moving and placing their work(s) both for jurying and exhibiting in the Trinity Gallery.
- 3.6 **Heavy artworks:** artists will be responsible for moving and placing their work(s) both for jurying and exhibiting in the Trinity Gallery.
- 3.7 All artwork presented for jurying is at the risk of the artist. Arteast is not responsible for loss or damage to any artworks during the jurying process.

### 4. Fees and Sales

- 4.1 A non-refundable entry fee of \$10 for one (1) artwork or \$20 for two (2) artworks submitted is required at the time of online registration. Payment can be made by PayPal or eTransfer.
- 4.2 Sales will be coordinated by Arteast Ottawa with the City of Ottawa Gallery Coordinator. All sales are subject to a 25% commission: 10% of this commission goes to Arteast Ottawa and 15% goes to the Shenkman Arts Centre ARTicipate endowment fund.
- 4.3 Artworks must be for sale. Prices are firm and non-negotiable.
- 4.4 A late pick-up and/or storage requirement will be charged at \$15 per day, per piece, and payable to Arteast Ottawa. There will be no exceptions.

### 5. Volunteers

- 5.1 Arteast Ottawa is run by volunteers. It relies on the active support of its members; all participants will be called upon to assist with the exhibition. Every effort will be

made to accommodate your volunteer preference, however, you may be asked to take part in another activity, if needed.

5.2 Every applicant must specify an exhibition volunteer duty at the time of registration.

## **6. Disclaimer**

The submission of artworks for Mosaic is at the participant's own risk. Arteast Ottawa and the City of Ottawa will take all due care with all artworks received during the jury process and during the exhibition, but will not be responsible for any loss or damage to artworks whatsoever, however caused, while in its custody.

Artists are responsible for arranging their own insurance for transit, jurying and the exhibition.

## **7. Enforcement and Consequences**

Any infractions of the aforementioned entry conditions may result in consequences; including, but not limited to: the removal of the artwork from the exhibition, the forfeiting of award prizes, and a prohibition from entry to future Mosaic exhibitions. Entry fees will be forfeited in such instances.