



The Kitimat Museum & Archives Call for Entry



Third Annual North West Photo Fest
Exhibition: August 11 – September 30, 2017

You are invited to submit one image, for the exhibition, on the theme:

“Canada 150: Being Canadian - What does it Mean to You”

The photo exhibit this year will focus on the celebrations of Canada’s 150th birthday while at the same time remaining true to themes celebrating the British Columbia northwest and honouring small town life. To participate in the North West Photo Fest exhibit you must be a resident of the BC northwest (roughly within the boundaries of the Skeena Bulkley Valley federal riding).

Details:

Exhibition registration entry forms must be received at the Museum by: **July 28, 2017**
Exhibit pieces delivered for installation on: **August 7, 2017**

- Ensure piece follows Kitimat Museum hanging requirements (see attached)
- If you require framing, contact the Museum for information
- Include a written statement explaining the relevance of the photo to the theme

You can email, mail or drop-off your form to:

Kitimat Museum & Archives
293 City Centre
Kitimat BC V8C 1T6

Phone 250-632-8950
Email: aeastman@kitimatmuseum.ca

Information on the (August 11 – 13, 2017) North West Photo Fest seminars & workshops registration can be found at: www.northwestphotofest.com

Kitimat Museum & Archives Hanging Requirements

Each frame should have museum appropriate hanging hardware on the back. This includes wires or specific hangers.

The Museum now has a gallery hanging system. That means we no longer can put nails in the walls, so instead we use steel cord or rods and hooks. These require some sort of hanger on the back of a piece.

Stretched canvases will pitch forward if there is no wire attached to the back. To work with our hanging system we recommend the following.

WIRE METHOD (PREFERRED)



If you choose the wire please make sure it is attached at the TOP 1/3 of the frame.

HOOK METHOD



If you choose the hook, please make sure it is centered correctly.

Metal frames should come with a hanging mechanism but if you do not have one or if you have concerns, please contact us and we will recommend an alternative method.

Not this → 

Sometimes frames have these small clips on the back (made of black plastic or metal). They are not sturdy. Change the hanging hardware to one of the 2 methods (hook or wire) mentioned above.

Art work that comes in unframed or with no hanging hardware will NOT be hung



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Entry Form – In by July 28, 2017

(Submission piece to be brought to the Museum on August 7, 2017 for gallery installation)

Title:		Size (in.) :	
Is this for Sale?	Yes No	If yes, \$	Insurance Value*: \$
Frame required?	Yes No	If yes, contact the Museum for details	
Name:		Date:	
E-mail: <i>print clearly</i>			
Address:		Postal Code:	
<i>street</i>		<i>town</i>	
Phone:		Signature:	

***Insurance - Please Note:**

- All items not for sale must still be given a value for insurance purposes.
- While at the Museum, insurance coverage will be the responsibility of the Kitimat Museum & Archives.
- If you choose to ship your work shipping to and from the Museum, shipping insurance and charges will be the responsibility of the artist.



Cut off and attach to work before bringing it to the Museum, please print:

Name:		Date:	
E-mail: <i>print clearly</i>			
Title:		Size (in.):	
Is this for Sale?	Yes No	If yes, \$	Insurance Value*: \$
Address:		Postal Code:	
<i>street</i>		<i>town</i>	

All items not for sale must still be given a value for insurance purposes.



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The Organizer's Responsibility

The Museum will:

- Provide all information necessary such as dates of installation and removal, reception details, and label formatting.
- Prepare mats and frames as requested.
- Professionally unpack and re-pack the works shipped in their original containers. Packing materials will not be kept at the Museum unless the item was shipped.
- Protect the artist's copyright on all submitted works. Any use of copyright material must be specifically cleared in advance with the artist, in writing. The terms of affiliation of an artist with a Copyright Society must be respected.
- Pay the artist all monies owing on sales within 30 days of the date of sale.
- Create all posters, invitations and Public Service Announcements, labels and descriptive text.

NOTE

Entry form and delivery of submission piece are two different dates

The Photographer will:

- Submit work for installation, at the Kitimat Museum by Aug. 7, 2017 with packing materials taken off-site.
- Properly pack work in a sturdy, easily reusable container, if choosing to ship their piece to the Museum.
- Provide all the necessary information on the submitted piece as requested in the Call for Entry Forms.
- Notify the Kitimat Museum in a timely manner, if you are from out of town and wish to have the Museum frame your work.
- Ensure that work is completely ready to hang as per Kitimat Museum requirements.
- Include a written statement explaining the relevance of the photo to the exhibition theme.
- Understand, the Kitimat Museum will not charge commissions on any sales; however, a donation of 20% of any sales is strongly recommended, so please price your items accordingly.