

Call for Entry

The Kitimat Museum & Archives
will be hosting

Local Lens

An exhibition of Northwest Photographers

August 9 to September 28, 2019

The exhibition will showcase work by local photographers. Artists are welcome to include a written statement or quote to accompany their photographs. These pieces may be for sale if the artist wishes.

Entry Forms must be received by: **Friday, July 26, 2019**

The Museum will accept the entry of three pieces per artist. If the response to the Call for Entry is greater than expected we will install only two pieces per artist. Please indicate on the form which pieces you would prefer to have entered in the show.

All photographers, please send your forms to:

Kitimat Museum & Archives
293 City Centre
Kitimat, B.C. V8C 1T6
Email: aeastman@kitimatmuseum.ca

**For more information and/or additional forms, please call:
(250)632-8950 or email: aeastman@kitimatmuseum.ca**

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The Photographer's Responsibility

- ❖ The piece of work must be received at the Kitimat Museum & Archives by August 2, for installation by August 9.
- ❖ If you choose to ship the work to the location please make sure it is properly packed in a sturdy, easily reusable container.
- ❖ Provide all the necessary information on the submitted work requested in the Call for Exhibit and Entry Forms.
- ❖ Ensure that work is completely ready to hang.
- ❖ The Kitimat Museum & Archives will not charge commissions on any sales, however a donation of 20% of any sales is strongly recommended, so please price your items accordingly.

The Organizer's Responsibility

- ❖ Provision of all information necessary such as dates of installation and removal, reception details, required format for labels.
- ❖ Professional unpacking and re-packing of the works shipped in their original containers. Packing materials will not be kept at the Museum unless the item was shipped.
- ❖ Protection of 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.
- ❖ Payment to the artist of all monies owing on sales within 30 days of the date of sale.
- ❖ Creation of all posters, invitations and Public Service Announcements, labels and descriptive text.

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Entry Form

(Deadline for entry – July 26, 2019)

Please print or type. All items not for sale must still be given a value for insurance purposes.

Title	Size (in.)	Value	Weight	Is this for Sale?	First choice for entry

Insurance - Please Note:

- ❖ While at the Museum insurance coverage will be the responsibility of the Museum.
- ❖ If you choose to ship your work shipping to and from the Museum, shipping insurance and charges will be the responsibility of the artist.

Name: _____

Date: _____

(please print)

Address: _____

City: _____

Postal Code: _____

E-Mail: _____

Phone: _____

Signature: _____

← Please cut off and attach to your work before bringing it to the Museum: →

Name: _____

Date: _____

Title _____

(please print)

Address: _____

City: _____

Postal Code: _____

E-Mail: _____

Medium _____

Value: _____

Attach to your art work

↓
Name: _____

Date: _____

Title _____

(please print)

Address: _____

City: _____

Postal Code: _____

E-Mail: _____

Medium _____

Value: _____

Attach to your art work

↓
Name: _____

Date: _____

Title _____

(please print)

Address: _____

City: _____

Postal Code: _____

E-Mail: _____

Medium _____

Value: _____

Attach to your art work

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