



Call for Entry Information

Name of Exhibition

Made by Hand: July 28 to September 2, 2023

Description

Artisans – think about your craft as art. Imagine how it would look in a gallery setting.

In Made by Hand, the Kitimat Museum & Archives will showcase pieces created by local artisans, and artists, that celebrate creativity. Submissions may be paintings, sculptures, woodwork, glass, or textile.

All pieces must be original work and not created by template or kit.

Important Dates

- The deadline for entries is Friday, July 7, 2023
- Artwork must be in the Museum by Monday, July 14, 2023, for installation.
- Exhibition Dates: Friday, July 28 to September 2, 2023
- Opening reception: TBD

Rules and Regulations for this Show

- Participating Artists will be required to become a member of the Kitimat Museum & Archives. For more information, please go to the [Museum Membership Page](#).
- All pieces must be original works not previously exhibited at the Kitimat Museum & Archives.
- The Museum will accept up to three pieces per artist, *space permitting*.
- The application will require an accompanying statement about the submission.
- These pieces may be for sale if the artist wishes. If the piece is not for sale (NFS), there must still be a value listed on the entry form for insurance purposes.
- The submitted pieces must follow the Kitimat Museum's hanging requirements.
- Participants agree to the museum's placement of furniture as the Museum sees fit.
- The artist grants Kitimat Museum & Archives the right to photograph accepted works for publicity, educational and catalogue purposes only.



Responsibilities of the Artist

- Properly pack artwork in a sturdy, easily reusable container, if you choose to ship pieces to the Museum.
- Submit work for installation, by the outlined date on the information sheet (packing materials taken off-site.)
- Provide all the necessary information on the submitted piece(s) as specified in the Call for Entry Form.
- 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 artwork is ready to hang as per Kitimat Museum requirements.
- Include a brief biography, a written statement explaining the relevance of the artwork.
- Understand that 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.
- Respect the no-access Gallery policy during installation by Museum staff to minimize accidents and interruptions, and to allow staff to meet its show opening deadline.
- Shipping/transportation of sold pieces out of town are the responsibility of the artist. The Museum is only responsible for taking payments and handling in-town pickup post-show.

Responsibilities of the Museum

- Provide all necessary information, such as dates of installation and removal, reception details, and label formatting.
- Prepare mats and frames as requested.
- Install the show (though artists are welcome to install their own art pieces if they prefer).
- 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



Hanging Requirements

The Kitimat Museum has a 'gallery hanging system'; that means we use steel cord or rods and hooks, not nails. Submitted artwork requires some sort of hanger on the back of the piece, specifically wire (preferred) or saw tooth clip. Stretched canvases will pitch forward if there is no wire attached to the back.

Sometimes frames have small clips on the back (made of black plastic or metal). They are not sturdy. Change the hanging hardware to either wired or saw-tooth hardware.

Important: Artwork that comes in unframed or with no hanging hardware will NOT be hung.

For more information call 250-632-8950

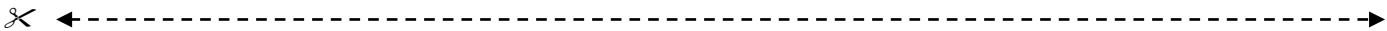


Please cut off and attach to your work before bringing it to the Museum:

(Please print all information clearly)

Name:		Date:
Address:	City:	
Email:		
Title:		
Medium:	Insurance Value: \$	Price: \$

Attach to back of artwork



(Please print all information clearly)

Name:		Date:
Address:	City:	
Email:		
Title:		
Medium:	Insurance Value: \$	Price: \$

Attach to back of artwork



(Please print all information clearly)

Name:		Date:
Address:	City:	
Email:		
Title:		
Medium:	Insurance Value: \$	Price: \$

Attach to back of artwork



Call for Entry Registration Form

Made by Hand: Friday, July 28 to Saturday, September 2, 2023

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CONTACT DETAILS, *please print clearly*

Name:		Date:		
Address:				
City:		Postal Code:		
Email:				
Phone:	Signature:			
<i>can type name for signature if submitting via email.</i>				
Do you have a current Kitimat Museum Membership		Yes	No	Don't know

ARTWORK SUBMISSION(S), *please print clearly*

Title	Medium	Size (in.)	Insurance Value	Selling Price	Priority, if space limited (1,2,3)
			\$	\$	
			\$	\$	
			\$	\$	

- All items not for sale (NFS) must still be given a value for insurance purposes.
- While at the Museum, insurance coverage is the responsibility of the Kitimat Museum & Archives