



Exhibition Guidelines

Anvil Centre Community Art Space

Mandate

The space forges creative dialogue, brings attention to local art as well as creates new opportunities for artists in our city. It is an accessible space, where New Westminster based art groups can organize members' exhibitions. It is open to New Westminster emerging and established artists working in two dimensional media.

Contract

Exhibiting artists will sign a contract with directly the City. Works will not be accepted without a signed contract.

Financial Considerations

The Community Art Space charges no commission fee; nor does the gallery handle any transactions between artist and buyer. There are no booking or exhibition fees for artists. Sales are handled directly between the artist and buyer. Artists may have contact and sales information in a binder available at the exhibition.

Delivery and Hanging of Work

The works are to be delivered on the date indicated on the artist contract. The hanging of the exhibition is conducted by City staff. A representative of the Artist group must be present during the hanging of the exhibition. The artwork must be framed and suitable for hanging. All artwork must be prepared with 2 eyelets, eye screws, wire, or d-rings attached to frame, preferably between 1" to 2" from the top so the piece does not lean forward off the wall.

Community Art Space Dimensions

The Community Art Space available exhibition area is made up of two walls; one is 28' long and the other 48' long. The height is 8' from the hanging system to the floor.

Publicity and Reception

The Community Art Space will provide publicity for exhibitions which may include posters, mailers, advertising, press releases and public service announcements, for which there is no charge to artists. The City will conduct a public reception for the artists that will include a no host bar.



ANVIL CENTRE
NEW WESTMINSTER

Please send the following information six weeks before the Exhibition Opening Date:

Image for publicity- 300 dpi
Short text about the exhibition, including all artists' names
Title for Exhibition
Credit to publicity image

Artist information for generating of contracts

Artist Name
Address
Phone Number
Email
Title(s) of work to be exhibited

Artist information for generating of labels

Artist Name
Title
Media and Date