

Artist Information

We welcome artists to submit samples of their work to the selection committee at Heartwood. Most exhibitions are 4 weeks in length, with a vernissage on opening night. Artists are expected to leave their work, including pieces that have been sold, on display for the duration of the show.

Opening Reception or Vernissage

Heartwood House will:

- Set up the gallery as you would like it.
- Provide front-desk reception for your guests from 5:00pm to 7:00pm. (If you want your opening reception to go later, you will need to pay a Heartwood staff person for the extra time, at the rate of \$12.00 per hour.)
- Provide a refrigerator and microwave.
- Provide basic white tablecloths for your refreshments table (you make prefer to bring your own).

If you wish to serve wine, a one-day special event permit is required from the LCBO. You may purchase it for \$25 at any LCBO outlet, and it is to be given to Maureen Moloughney on the day of the opening.

The Artist will:

- Ensure that guests leave the building by 7:00p.m.
- Shows may be extended pending additional payment for front desk staff to be on duty (\$12 per hr)
- Remove all reception items from the gallery immediately following the show (including beverage bottles or cans)

Promotion and Advertising

It is the artist's responsibility to promote his/her exhibition. In our experience so far, it is mainly the friends and family of the artist who attend the opening reception. However, Heartwood House will do all it can to support the promotions by:

- Posting the event on the Heartwood House website.*
- Posting any flyers, posters, etc. provided by the artist.
- Posting the event in the Ottawa Citizen's annual online calendar of arts events

Fees

- \$30 payment for the use of the gallery will be given to the Executive Director prior to the start of the show.
- 10% of all sales will be paid to Heartwood House at the end of the show.

Insurance

The heARTwood gallery does not have insurance to cover theft. However, the artist should be aware that access by the public is controlled. Guests to the House enter by the front door only, and sign in at Reception.

* Please provide 3, individual, digital (.jpg) images of works, as well as a separate, brief bio for posting to the Heartwood Gallery website. Thank you!**ARTIST APPLICATION FORM**