



The Gallery in the School – Artist Submission Manual

Address: 28 Rue Mill, Portage-du-Fort, Quebec

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Website: www.artpontiac.com

Welcome

Welcome to *The Gallery in the School*.

Art Pontiac invites artists from the Pontiac region and beyond to share their creativity and craftsmanship.

This guide provides all the information needed to prepare and submit your work for exhibition, ensuring professional presentation and compliance with all applicable regulations.

1. Introduction

Art Pontiac's *Gallery in the School* is dedicated to showcasing and selling original works of art created by local, regional, and visiting artists. While the gallery highlights Pontiac-based creativity, **artists from outside the region are also warmly welcomed** to submit their work.

This manual outlines the standards and submission requirements for artists wishing to exhibit at the Gallery in the School. All artists are responsible for ensuring their submissions meet these guidelines.

2. Eligibility & Originality

- All submitted artwork **must be original** and created by the artist submitting it.
 - Reproductions, AI-generated art, or works that infringe upon another artist's copyright will **not be accepted**.
 - By submitting work, artists certify that their artwork does not violate any intellectual property rights or copyright laws.
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3. Accepted Media

We welcome submissions in a variety of media, including but not limited to:

- Painting (oil, acrylic, watercolor, gouache, etc.)
 - Drawing and mixed media
 - Printmaking and photography
 - Textile and fiber arts
 - Sculpture and ceramics
 - Small-scale crafts suitable for display in the gallery
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4. Artwork Presentation Standards

4.1. Materials and Quality

- Works must be created using **archival-quality materials**.
- Paintings and drawings should be properly sealed or varnished.
- Works on paper must be matted and framed with acid-free materials.
- Sculptures and 3D works must be stable, safe, and finished on all visible sides.

4.2. Framing and Hanging Mechanisms

- All wall-mounted artwork must be **ready to hang**.
- Use **D-rings** and **wired hanging systems** (no sawtooth hangers).
- Frames must be clean, in good condition, and appropriate to the artwork.
- The gallery reserves the right to reject works that are not safely or properly prepared for display.

5. Sales Policy

- **All artworks submitted must be for sale.**
- A **20% commission** will be retained by Art Pontiac on all sales.
- When a sale is made, **payment will be processed directly through Art Pontiac.**
- The full sale amount will be received by Art Pontiac first; after deducting the 20% commission, the remaining 80% will be paid to the artist.
- Payments will be issued **within 30 days** after the close of the exhibition or upon sale, whichever applies.

6. Digital Submission Requirements

File Specifications:

- **File type:** JPEG (.jpg) or PNG (.png)
- **File size:** 2–5 MB per image
- **Resolution:** 300 DPI minimum
- **Minimum dimensions:** 2000 pixels on the longest side
- **Color space:** sRGB

File Naming Format:

ArtistName_Title_Medium_Size_Year.jpg

Example: JaneDoe_SummerLight_AcrylicOnCanvas_24x30_2025.jpg

7. Information to Include with Submission

Include in a single PDF, Word document, or in the submission form:



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1. Artist's Full Name
 2. Contact Information (email, phone, mailing address)
 3. Title of the Work
 4. Medium
 5. Dimensions (H × W × D)
 6. Year Created
 7. Price (mandatory)
 8. Artist Statement (max 150 words)
 9. Artist Bio (max 100 words)
 10. Website or Social Media Links (optional)
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8. Delivery & Installation

- Works must be delivered to *The Gallery in the School* by the specified deadline.
 - Artists are responsible for transportation.
 - The gallery will handle installation according to its layout plan.
 - Any special requirements must be communicated in advance.
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9. Liability & Insurance

- While the gallery takes great care with all works, **Art Pontiac is not responsible for loss, theft, or damage.**
 - Artists are encouraged to maintain their own insurance coverage.
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10. Compliance with Québec and Federal Laws

Québec Laws

- Art Pontiac and *The Gallery in the School* operate in full compliance with Québec law.
- The gallery adheres to **consumer protection**, **sales tax**, and **artist rights** regulations.
- Artists retain copyright ownership unless otherwise agreed in writing.
- Disputes are governed by Québec law.

Federal Laws

- Art Pontiac complies with **Canadian federal laws** regarding art creation, exhibition, and sale.
 - Artists and the gallery must follow the **Copyright Act (R.S.C., 1985, c. C-42)**.
 - Artists must declare income under the **Income Tax Act**.
 - Art Pontiac follows **PIPEDA** for data protection and privacy.
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11. Contact Information



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