

Installation dates for 2021

This effort is organized by Clasina Weese. She can be reached at 613-243-6335.
Freddie Towe leads the installation.

January 11 th 2021	June 1 st 2021	September 27 th 2021
March 8 th 2021	July 19 th 2021	November 15 th 2021
May 10 th 2021	August 23 rd 2021	

We want to keep the Gallery walls filled till the Installation day. If possible, please DO NOT remove your artwork on your own. Artwork is removed by the Organizers on the day of the Installation.

DEADLINE for delivery of artwork is the day **PRIOR** to the Installation date. NO delivery on Installation day.

Artist – Please note:

- You will receive an email from the Organizer a few weeks prior to the Installation date.
 - Please **advise** the Organizer, via email, letting them know what current artwork you will be replace. One piece, all, or some!
- You may bring extra artwork to replace SOLD items or for consideration in the new Installation. Extra artwork will be stored in the Studio.
- **Print and complete** the *Inventory Submission Form* prior to arriving to the Gallery. List all the artwork you will be bringing for the New Installation. Alternatively, you can update the existing *Inventory Submission Form* if space is available.
 - ALL artwork that is INBOUND for the Gallery MUST be listed on the *Inventory Submission Form*. Even if it is being stored in the Studio.
- **Create the labels** for the artwork listed on your *Inventory Submission Form*. Online form can be found on our website APFTA.CA under Membership – Installation Dates pages
- **Your artwork:**
 - Ensure it has the **title written** OR a card attached at the back. This should match the titles used on your *Inventory Submission Form*.
 - Ensure your artwork is ready to be displayed or hung (aka. Wiring)
 - Ensure your artwork is in good condition.
- **DELIVERING YOUR ARTWORK** (your artwork is ready to hang, noted the title at the back, your Inventory Installation Form is filled in, your labels details have been entered online)
 - Your artwork can be dropped off two weeks prior to the Installation day.
 - Artwork can be stored in the Studio space upstairs till the Installation day. Ensure your artwork is properly wrapped and labeled. Artwork stored in the studio is at your own risk.
 - **IMPORTANT** – Place your completed *Inventory Submission Form* in the Inventory Book. Alternatively, you can update your existing *Inventory Submission Form*.
- **AFTER INSTALLATION**
 - Artwork will be stored in the Studio space upstairs for pickup at your convenience.
 - Review the details of your *Inventory Submission Form*. **It is your responsibility to ensure the information is accurate.**
 - **IMPORTANT** – You **must** update your *Inventory Submission Form* in the Inventory Book if you are removing or leaving artwork.
 - Check the “Remove” column - date and initial - if you are taking artwork out of the Gallery.
 - Check the “Studio” column – if you are leaving artwork in the Studio space upstairs.

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Organizer

- Will send out emails to the Artists a few weeks prior to the Installation.
- Will remove artwork from the walls the morning of the Installation.
- Organizer will use the details from the online entry form to create the labels for the wall.
- Will store extra artwork in the Studio space upstairs.
- Will assist with the Installation.

Installer

- Will select from your collection the artwork that best fits the theme or space available.