

Submission Package

Union Gallery 25th Anniversary Exhibition

We accept works in all media. Space is limited and we want to include as many artists as possible so we encourage you to submit smaller works. Work must have been made between 2016-2019. Please submit packages electronically to ugallery@queensu.ca attn. Jocelyn Purdie by **March 1st, 2019, midnight**. Successful applicants will be notified by March 30th. **Please include a brief description of your affiliation with the gallery.**

Artists are responsible for the delivery and retrieval of their artwork on dates outlined in the submission package.

Submissions must include the following information:

1. Artist's Submission package saved as a MS Word or PDF document. Save your document filename as: *lastname_firstname_UGjuriedshow2016* (i.e. *purdie_jocelyn_UGjuriedshow2016*)

Full name

Email address

Phone number

Affiliation (year of graduation)

Artist Statement

CV and short biography

Equipment requirements/installation details (if applicable)

2. Artwork images

One to three high quality digital images of the artwork you would like the jury to assess. These images should be uploaded separately (jpeg, pdf, tiff) according to the following specs:

Still Image Details:

Always use high quality images of your best work.

Submit .jpg files only.

Submit a resolution of 72 dpi files only.

Submit a maximum of 1024 x 768 pixel files.

Submit files of 500K (0.5MB) maximum.

Submit RGB or SRGB colour mode files only (No CMYK)

Remember to flatten the image

Moving Image Details:

If submitting a video file:

Submit a maximum of one video file **no longer than 5 minutes.**

Submit an .mp4 file

If you are submitting both images and a video, you must remove 5 images for every video submitted.

Label each file (image) with a number, your initials, and artwork title. (for example: 01_JG_Rain.jpg, 02_JG_Wind.jpg, ...). This will ensure that they are presented chronologically and follow your image list. Do not put any special characters or symbols or quotation mark (#/'"&) in the file name.

3. Numbered image list coinciding with image numbers including: Title, Medium, Dimensions, and Insurance value.

Important Notes:

Exhibition dates are tentatively mid-September- early November. Artists are responsible for the delivery and retrieval of their artwork. Assistance with shipping is contingent on available resources. Works must be delivered/shipped to the gallery by September 11th, 2019.

Artwork must be ready to hang/install. This means that works must be framed or mounted in a manner acceptable for hanging, i.e. "ready to hang."

All works remains in the gallery during the course of the exhibition.