



CANADIAN ARTISTS REPRESENTATION /
LE FRONT DES ARTISTES CANADIENS

ADVISORY NOTE

Guidelines for Professional Standards in the Organization of Juried Exhibitions

By CARO (Canadian Artists Representation Ontario) © 1988

Method of Jurying

In exhibitions without restrictions on size, media, or format (i.e. restricted to unframed works on paper) and/or where the artist may be required to bear the expense of shipping works over long distances (i.e. 100 km) or difficult routes, CARO recommends that the use of slides or other appropriate documentation be considered the preferred submission material.

The Artist's Responsibility

- Shipment of insured work(s) and/or documentation to the location of the jurying, properly packed in a sturdy, easily reusable container.
- Provision of all the information on the submitted work requested in the exhibition prospectus and entry forms.
- All insurance claims on works lost or damaged while in transit dispatched to the location of jurying.
- In the case of multiples, prompt provision of further impressions (etc.) of the works when notified by the exhibition organizers that such works have been requested by purchasers. Insured transit of the work is the responsibility of the artist.



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Costs:

- sturdy, reusable container
- insured shipping to location of jurying

The Organizer's Responsibility

- Sending out and/or making available prospectuses and forms well in advance of the submission deadlines. It is recommended that at least 4 months notice for national and inter-regional exhibitions, 3 months notice for major regional exhibitions (i.e. province-wide or large geographic regions) and 2 months notice for local exhibitions be given.
- Prospectuses must include complete information such as: names of jurors, fees paid to exhibiting artists, restrictions as to media, format, and eligibility, prize money, itinerary (if travelling) and return dates of works to the artist.
- Prompt notification of the jury's decision on the submitted works.
- Insurance of works, at full declared value, from the time of receipt to their return to the artist
- Professional unpacking and repacking of the works in their original containers unless other arrangements were made or as required by the organizer's insurers.
- Protection of artist's copyright on all submitted and exhibited works. Any use of copyright material must be specifically cleared in advance with the artist, in writing. The terms of affiliation of an artist with a Copyright Society must be respected.
- Payment of the entire exhibition fee to the artist within 30 days of the opening date of the exhibition. Fees should exceed or at least be in accordance with *the CARFAC Recommended Minimum Fee Schedule*.
- Where exhibitions will tour, the originating gallery is responsible for payment of the entire exhibition fee (if calculated at the touring rate) to the artist within 30 day of the inaugural opening date of the exhibition.
- Standard CARO contracts* are recommended in all arrangements between the artist and exhibition organizer. In any case a contract must be presented and signed by all parties involved.
- Payment to the artist of all monies owing on sales within 30 days of the date of sale.
- The artist shall be provided with copies of all printed publicity (invitations, catalogue, poster, press releases) as well as any exhibition reviews, etc.

Note: In the case of works received in damaged condition at the location of the jurying, the organizers shall notify the artist promptly. Such damaged items shall be returned to the artist collect, pending claims for damage on the insurer by the artist, or the organizers shall, with the permission of the artist, unpack the damaged container on the understanding that no claims for damage to the work shall be made against the organizers in their unpacking of the damaged container.

Costs:

- Prospectuses, publicity, notification of jury's decisions, catalogues, etc.
- Jurying expenses, including juror's fee and *per diem*
- Insurance (as outlined above)
- Return transit of work or documentation to the artist. In the case of exhibitions juried from slides, CARO recommends that transit costs of the accepted works be borne both ways by the organizer.

* See the publication, *Model Agreements for Visual Artists*, pp. 76-78, published by CARO and available from CARFAC.

Recommendations

CARO considers the payment of entry fees inappropriate to the exhibition of works by professional artists.

CARO considers the collection of commissions on sales of work inappropriate to the activity of a public gallery.

Please Note: The contemporary practice of "voluntary" rebates of commission must truly be voluntary. Artists should not be put under duress to comply with such a request.

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