



## "Time" Entry Form

A physical and online BFAA Members Exhibition

**Fireside Lounge: Feb 1, 2022 to Feb 21, 2022**

**Online Show: Feb 1, 2022 to Feb 28, 2022**

### **Deadline for Entry Thursday Jan 25, 2022**

During Covid we have had a chance to reflect on the meaning of time. You could explore this theme of "Time" by reflecting on our current times, past times, the passage of time, a season of time, changes over time or even how time is measured. For inspiration, consider what has been said and written about time in song lyrics, poetry, rhymes, mythology, literature as well as how time has been portrayed by other artists. The subject matter and possibilities are up to you! Artwork may be submitted in the artist's choice of medium (e.g. painting, pastel, printmaking, mix media etc.). Questions? Email [firesideexhibits@gmail.com](mailto:firesideexhibits@gmail.com).

### **IMPORTANT DATES for both the Online Fireside Lounge Exhibit**

The **Online art exhibit Entry Form** must be completed no later than **midnight Thursday Jan 25, 2022** and submit online using **Entry Thingy via the BFAA website, <https://www.burlingtonfinearts.com/members-only.html>**

Click on **Calls to Entry and Exhibition Opportunities**.

There, you will also find an online version of this entry form.

### **Dates to receive artwork in the Fireside Lounge on**

**Tuesday Feb 1, 2022** at 12:15-1:15. Fireside Lounge

**Pickup dates: Thursday, March 10, 12:15-1:00pm.** and in the Fireside Lounge.

If you cannot drop off or pick up on those dates, please ask someone to drop off or pick up for you. We regret that the gallery closes at 5pm so there will not be an evening drop off. *We are in the process of investigating a Saturday Jan 22 drop off but this needs to be confirmed with the AGB closer to the date.* To encourage Covid protocols of social distancing, if your last name ends in **A-M please try to drop off from 12:15 – 12:45pm.**

**N -Z please try to drop off from 12:45-1:15pm. Please note:** NEW Covid Protocols in place. To enter the AGB you must provide proof of vaccination, photo id, wear a mask. keep in mind social distancing when dropping off your artwork.

## CONDITIONS OF ENTRY

1. **Open to all Burlington Fine Arts Association members (memberships must be up-to-date).**
2. Everyone is welcome to submit **one work of art**; artwork does not have to be created at the AGB. The BFAA has the right to refuse artwork which may be inappropriate in nature (e.g. violent, sexually explicit, graphic, etc.)
3. Please keep in mind that we have a large membership therefore, if possible, try to submit a smaller work.
4. There will be **no changes to the name of the artwork or its price** after the entry has been received.
5. No substitutions to the artwork if it is sold. **Works hung in the show must remain until the closing date**; works not picked up on the pick up date will be left at the artist's risk in the Fine Arts Studio. The Burlington Fine Arts Association is not responsible for the loss of or damage to the submitted artworks.
6. **Original artwork only.** No giclee prints or other print reproductions of artwork.
7. Please doublecheck that your artwork and framing is exhibition ready. Check the condition of your frames and wiring. All submitted artworks must be wired for hanging according to the following AGB standard.  
**Work must be exhibition ready**, wired only, (no string, saw tooth or alligator clips) and properly screwed into back with appropriate D rings or screw hooks flat to back of painting. The wire should hang at 6" below top of large paintings and 3" below top for small or medium sized paintings. This ensures the piece will not scrape the wall and will be strong enough. Unframed canvas pieces (sides finished) must be wired as noted above. Please see attached last page for the proper way to wire. If you have questions re wiring please contact [firesideexhibits@gmail.com](mailto:firesideexhibits@gmail.com).
8. **Artwork previously displayed at Fireside Lounge or Online shows is not eligible.**
9. **It is the artist's responsibility to remit 20%** of all sales of artwork displayed in BFAA shows will be paid to the Treasurer of the Burlington Fine Arts Association. The treasurer will be notified each time a sale has been made.
10. All sales enquiries will be first directed to the Communications Coordinator, Joan Carte, [bfaaguild@gmail.com](mailto:bfaaguild@gmail.com) (cell 905-517-4241 and home 905-388-5356) who will then notify the artist by email and telephone who will contact the client.
11. Please try to exhibit artwork which is current, i.e. completed in the last 3 years.

## **EntryThingy Application and Fireside Lounge Label Information**

1. EntryThingy Application Please note we are ONLY doing online entry (not paper).

For your online application entry you will need to have the following ready ...

Artist's Name: \_\_\_\_\_

Phone#: Home (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

Title: \_\_\_\_\_

Medium: \_\_\_\_\_ Size (h" x w") \_\_\_\_\_

For Sale: Indicate One: Yes \_\_\_ No \_\_\_ (Value in \$\_\_\_ for insurance)

**2. Digital photo** of your work no smaller than 500 kb and **no larger than 2MB** JPEG only (See below for resources to prepare your entry).

**a) Format:**

Digital files must be in JPG (jpeg) format. Please ensure that the extension attached to the image file is .jpg. No other formats will be accepted. Images must have a resolution between 1200 and 2400 pixels on its longest side. File size should be no smaller than 500 kb and no larger than 2MB.

**b) File Label:**

Each image file name must be as follows: last namefirstname\_title.jpg  
example: SmithMary\_SpringMeadow.jpg Put underscore between your name and the title.

Do not leave spaces between words in your title. Do not add any other punctuation e.g. ! ?

**Part 2**

**Fireside Lounge Drop off**

**Please check Fireside Lounge drop off and pick up times as we cannot hang the show until all drop offs are completed.**

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**Labels**

----- **Attach to Front of Artwork** -----

**(Please Print Clearly)**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Medium:** \_\_\_\_\_ **Size: h x w in inches** \_\_\_\_\_

**For Sale (Y/N)** \_\_\_\_\_ **Value:** \_\_\_\_\_ **(if not for sale value for insurance)**

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----- **Attach to Back of Artwork** -----

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

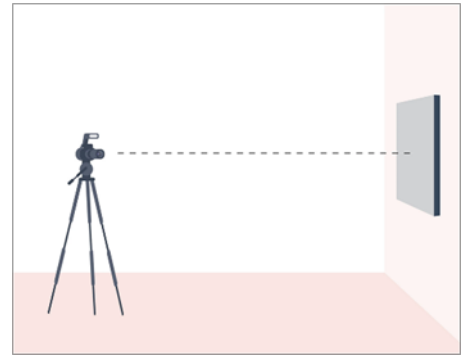
**Medium:** \_\_\_\_\_ **Size: h x w in inches** \_\_\_\_\_

**For Sale (Y/N)** \_\_\_\_\_

**Value:** \_\_\_\_\_

## Getting Your Digital Entry Ready

### 1. Photographing Your Image



Place your artwork in an upright vertical format e.g.

on the wall or on an easel with support behind. Watch for shadows, glare, reflections or hotspot reflections from a flash. Outside on a cloudy day works well. Take a digital photo of your artwork using a camera or phone.

Make sure you have positioned it perpendicular to your image.

Use a low ISO setting to prevent graininess.

Download the image and use an image editing program (usually available when you right click your photo) to crop out the frame and resize the image smaller)

Place your artwork in an upright vertical format e.g. on an easel. Watch for glare or reflections. Outside on a cloudy day works well. Take a digital photo of your artwork using a camera or phone. Make sure you have positioned it perpendicular to your image.

Download the image and use an image editing program (usually available when you right click your photo) to crop out the frame and resize the image smaller).

#### Some helpful websites...

<https://www.arttutor.com/blog/201811/how-photograph-your-artwork-non-photographers>

<https://www.artworkarchive.com/blog/4-steps-to-photographing-your-art-like-a-professional>

<https://dgillart.wordpress.com/2017/04/05/photographing-artwork/>

### 2. Image Editing and Format

**Crop** your image so that only the image is visible, no frames mattes etc. Make sure the image is level.

Adjust saturation, contrast, brightness, color correction, sharpen.

After you have made your editing changes, make sure you **save your image as a JPEG**.

Please ensure that the extension attached to the image file is .jpg. No other formats will be accepted. It is also a good idea to keep your original photography files with no adjustments as a backup with a different name.

1. Photoediting Software (Standard on Macs)
2. GIMP (Windows/Mac)
3. Paint.NET (Windows)
4. Photo Pos Pro

5. Photoscape (Mac)

6. [www.pixlr.com](http://www.pixlr.com)

### 3. Resize and Format Your Image

Images must have a resolution between 1200 and 2400 pixels on its longest side. File size should be no smaller than 500 kb and **no larger than 2MB.**

<https://www.howtogeek.com/354015/how-to-resize-images-and-photos-in-windows/>

<https://resizemyimage.com>

[resizeimage.net](http://resizeimage.net), [webresizer.com](http://webresizer.com)

#### More Detailed Information about Photography

<https://expertphotography.com/photographing-artwork-tips/>

<https://veryprivategallery.com/how-to-photograph-your-artwork/>

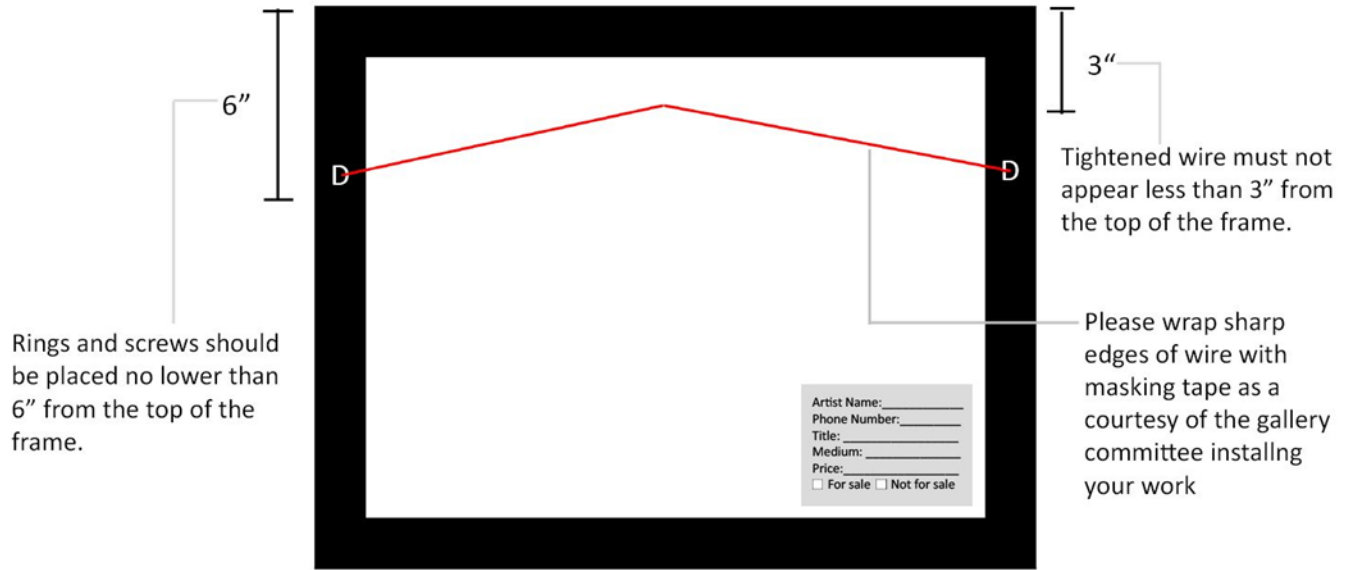
FRONT OF 2D ARTWORK

 For sale' and ' Not for sale'."/>

Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Medium: \_\_\_\_\_  
Price: \_\_\_\_\_  
 For sale  Not for sale

Each exhibiting artwork should have two labels. One on the front and on the back. The front label should be secured with tape for easy removal.

BACK OF 2D ARTWORK



Rings and screws should be placed no lower than 6" from the top of the frame.

Tightened wire must not appear less than 3" from the top of the frame.

Please wrap sharp edges of wire with masking tape as a courtesy of the gallery committee installing your work

Artist Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Title: \_\_\_\_\_  
Medium: \_\_\_\_\_  
Price: \_\_\_\_\_  
 For sale  Not for sale