



**NEPEAN FINE ARTS LEAGUE  
GALLERY  
At Ben Franklin Place  
101 Centrepointe Drive, Ottawa**

**NFAL Gallery Exhibition Information**

**Terms and Conditions – Please Read Carefully**

Eligible artworks must be **original** and include two and three-dimensional works in a variety of media. All works must not have been displayed previously at the NFAL Gallery. Please, no copies, kits or pieces worked on under instruction or at workshops.

No substitution of artwork can be accepted after the close of registration. Members unable to submit their registered work will lose their place.

The overall dimensions of the two-dimensional works, including the frame, **must not exceed 40 inches in either direction**. Three-dimensional works must not exceed thirty (30) inches in height in order to fit in the glass display case.

All entries should be either suitably framed for the medium with a sturdy hanging wire or ready for gallery display. If you are submitting a diptych or triptych, all pieces must be secured together so they can be hung as a single unit.

**Drop-off is at the NFAL Gallery Lower Level, Ben Franklin Place, 101 Centrepointe Drive.** It is the responsibility of the entrant to drop off their artwork at the appointed time and to ensure it is labeled with the correct title, price, medium etc. Entrants are asked to unpack their work and to take home any wrappings.

Sales arrangements are to be conducted through the NFAL representative whose contact information will be displayed with the exhibition gallery list. **The artist agrees to pay NFAL a 15% commission on all sales resulting from this exhibition. No work can be removed before takedown as stated in our contract with the City of Ottawa.**

A current biography on an 8½" x 11" single-sided paper may be included for the display binder if we don't already have one or if you wish to update yours.

The Gallery Committee reserves the right to inspect work and to reject artwork deemed improperly framed or unsuitable for a public exhibit.

The exhibitor is solely responsible for the insurance of the works of art. Neither the NFAL Gallery nor the City of Ottawa is responsible for any loss and/or damage to artwork.

All artwork must be picked up and signed out in the designated time by the artist or an alternate. Neither NFAL nor the NFAL Gallery Committee will accept responsibility for artwork not retrieved at this time.

The artist agrees that photos of artworks hung in the NFAL Gallery may be used by NFAL or the City of Ottawa for archival and promotional purposes.

**Address enquiries to the Gallery Coordinator at: [nfalgallery@nepeanfineartsleague.com](mailto:nfalgallery@nepeanfineartsleague.com)**

# Submission

To register, please complete the registration form on the website.  
Registration is on a first come first serve basis.

**BY SUBMITTING THE REGISTRATION FORM AND PARTICIPATING IN THIS EXHIBITION THE ARTIST AGREES TO THE TERMS AND CONDITIONS OF THE NFAL GALLERY.**