



Annual Juried Exhibition Guidelines

Eligibility

- Open to current OGP members who are in good standing. Applicant membership must be renewed after April 1st.
- All entrants must adhere to the key dates that are indicated on the submission application.
- All exhibitors are required to complete a one, four-hour volunteer shift during the exhibition, unless also participating in the Spring Sale.

Artwork Requirements

Submitted work must be:

- Original, designed, and created by the artist
- Made within the past two years
- Primarily made of fired clay

Display-ready: suitable for wall, tabletop, plinth, or floor display. If the piece is to display on a wall, the artist must provide their own easel or display support.

- Must not require special care, handling, or display needs
- Not previously shown in any OGP exhibitions (e.g. Celebrating Clay, Annual Juried Exhibition, 50th Anniversary Exhibition)
- Not previously awarded in any OGP exhibition
- In compliance with OGP's [Standards](#) & [Sales](#) Regulations

Submission Process

- Submit required forms through the Member Area of the Ottawa Guild of Potters website. You must log in to access the Member Area.
- Submission fees:
 - \$30 for 1 entry
 - \$35 for 2 entries
 - \$40 for 3 entries
 - Payment is required when you submit your application

Exhibition Application Form

Tip: Gather this information in a separate document before starting the form.

- Artist Statement and Bio
 - The application form is pre-populated with the Artist Statement and Bio currently in your OGP Member Profile. You may modify these in the application form, however these modifications will *not* update your Member Profile.
 - This information is used in juror materials, the catalogue, and promotional content.
- Number of pieces submitted
- If you are also participating in the Sale
- Your potter's code, which is typically your first initial and first three letters of your last name (e.g. AMAR)
- HST number, if applicable
- Artwork details:

- Title
- Materials, *e.g. Cone 6 stoneware*
- Method, *eg. sgraffito design in black slip with clear glaze*
- Is it a set? A set must have all pieces priced and sold together.
- Dimensions in centimeters. set must have each piece measured separately.
- Description
- Selling price, if applicable
- Image uploads – three images per piece. We recommend:
 - 1st photo: main view of the whole piece from the front
 - 2nd photo: side view, or back view, or bottom view
 - 3rd photo: detail shot

Image Guidelines

- Photo filename requirements – You **MUST** use this format:
 LastName_FirstName_Piece#_View.jpg , *e.g. Martin_Alex_17-2_Front.jpg*
- Submit three JPG or PNG images per piece: Front/main view; Back view; Close-up detail
- Each image must be **under 5 MB** and must be in JPG, JPEG, or PNG format.
- If you need to reduce size, see how to reduce photo size [on Windows](#) or [on MAC](#).
- For the background, use white and firm paper such as bristol board or thick watercolour paper, covered with either tracing paper or parchment paper of the same size. You can buy matboards at art supply stores , sized 32 X 40 inches. You want a neutral white.
- Do not use stands or other embellishments in your photos.
- If your piece(s) is accepted into the exhibition, the images submitted in your application are used on the guild's website, social media, and the Exhibition Catalogue.
- See [Photographing Your Work](#) in the Additional Resources section of the website

Labeling & Jurying Instructions

- After applying, you will receive an email with your exhibitor number.
- Use small exhibition stickers (*e.g., 1/2" x 3/4" Avery #2311*) with your exhibitor number and item number (*e.g., #17-2*)
- To maintain anonymity:
 - Place the sticker over your maker's mark
 - If the piece is for sale, do not attach the sales tag (with your potter's code) until after jurying.

Sales of Exhibited Work

- Sold work must remain on display through to 3pm on the last day of the exhibition.
- All items must meet OGP Sales & Standards regulations.
- Buyers will pay for the piece at the cashier during the Clay Festival. Buyers are advised to return on the afternoon of the last day of the Clay Festival after 3pm to pick up their piece. If your piece is delicate, please provide packing materials and inform the Exhibitions Committee to ensure safe transport by the buyer

Online Catalogue

The exhibition's Online Catalogue will launch shortly after the opening ceremony and be available on the OGP website.

Questions? We're here to help. Email: exhibitions@ottawaguilddofpotters.ca

Key Dates

**See Key Dates for current exhibition on submission application*

Date	Milestone
First day of Clay Festival: 9 - 10 am	Deliver work to Horticulture Building
First day of Clay Festival: 10 am - 12 pm	Juror review + awards selection
First day of Clay Festival: 5 - 6 pm	Opening Ceremony & Awards Presentation
Duration of Clay Festival	People's Choice voting
Last day of Clay Festival: 3 pm	Buyers may pick-up sold work
Last day of Clay Festival: 3 pm	People's Choice Award announced
Last day of Clay Festival: 5 pm	Exhibition tear down – artists must pick up any unsold work

Award Categories & Sponsors

**Subject to change*

Award	Sponsor	Value
Best in Show	Pottery Supply House	\$500 gift certificate
Juror's Choice	Tucker's	\$500 gift certificate
Best Design	FUSION	Fusion Conference/Membership
Best Decorated	LOAM	\$300 gift certificate
Best Expression	Hintonburg Pottery	\$400 gift certificate
Best Sculptural Piece	Populace	\$200 cheque
Best for Use	Amaranth Stoneware	\$300 cheque
Honourable Mention	Craft Ontario + OGP	Cheque for \$200 from OGP & subscription to Craft Ontario
People's Choice	Spectrum	\$200 gift certificate