

FREQUENTLY ASKED QUESTIONS:

ABOUT THE ARTWALKS:

Q: When will you know if there will be an in-person show?

A: There is no way to know for sure, but we are optimistically planning for two in-person shows. We have over 20 years experience in producing successful shows and will modify the event to adhere to any COVID restrictions required. If the City of Toronto determines that outdoor events must be cancelled, we will move the show to 100% online.

Q: Can I apply to more than 1 show?

A: Yes. To provide more opportunities, we host two ArtWalks - the Riverdale ArtWalk in June and ArtWalk in the Square in September. Each submission is \$50 and has different payment schedules to spread payment throughout the year.

Q: What are the dates?

Riverdale ArtWalk

Sat & Sun, June 18 – 19, 2022 - Jimmie Simpson Park

PLUS Online: June 18 – 26, 2022

ArtWalk in the Square

3 days, September 16 – 18, 2022 - CF Shops at Don Mills **NORTH TORONTO**

- *Friday, Sept 16: 3:00 PM – 8:00 PM*
- *Saturday, Sept 17: 10:00 AM – 7:00 PM*
- *Sunday, Sept 18: 11:00 AM – 5:00 PM*

PLUS Online: September 16 – 25, 2022

SUBMISSIONS

Q: I am not interested in Online. Can I just do the in-person show?

A: To have as robust a show as possible, artists have the choice of submitting and participating in two ways: 1) IN-PERSON which includes participation Online at no additional fee OR 2) ONLINE only. We encourage all artists to promote their work online; however, if accepted into the In-person show, you may choose to not create an Online profile/store, however your fee does not change. You can create a profile online, with an image and not have any product in your store.

Q: How many artists will be accepted?

A: With Covid protocols in place, we expect that we may not be able to accommodate the same number of artists as traditionally hosted at the ArtWalks, so please be sure to submit your best and strongest work.

We expect to be able to hold the same number of artists at ArtWalk in the Square, but the show may spread out onto additional streets than in previous years or be held in the parking lot along Don Mills Road.

Final numbers and show map will be reworked to follow all city guidelines.

Q: What is the Submission process?

A: We are using the Eventeny platform to manage our submissions. You will have to set up a user account in Eventeny (if you don't already have one) to submit to our ArtWalks. Artists have the choice of submitting in two ways: 1) In-person which includes Online participation at no additional cost OR 2) Online only.

Q: Is there still an indoor section of Riverdale ArtWalk?

A: No, we will not be offering the indoor option this year.

Q: I know this is a fine art only show but my work is unique, and I am not sure if it qualifies. How can I be sure before I submit?

A: If you are not sure if the type of work is eligible for submission, please reach out to Angela@Artists Network.ca and we can provide direction. Please note that if the Network deems your work acceptable to submit, this is no guarantee of acceptance.

Q: How can I be sure to get the Member rate?

A: To get the member rate you must be a member at the time of submission. No exceptions.

Q: I don't have a credit card; how can I pay?

A: You do not need a credit card to pay via PayPal. You can open an account for free and connect it to your bank account. For more information, please visit <https://www.paypal.com/ca/webapps/mpp/home>

Q: Can I pay by cash or cheque?

A: No, the Artists' Network no longer accepts cash, cheques or certified cheques. Please use PayPal with a credit card or direct from PayPal to submit your fees.

Q: If I don't have access to a computer, how can I submit?

A: It is recommended to submit using a computer. You can submit via a tablet however some people have experienced challenges with their ipad. Mobile phone is not recommended.

Q: Can I share a booth with a friend?

A: No, two or more independent artists who are simply sharing the cost of a booth may not apply together. You can, however, request your booths to be near each other.

Q: Why is are the ArtWalks juried?

A: It is the Artists' Network intention is to present a quality show and to provide equal and impartial opportunity to all artists wishing to exhibit with the ArtWalks regardless of artist affiliations/memberships, or degree of experience.

Q: How does the jury process work?

A: The ArtWalks includes the work of professional and emerging visual artists working in drawing, photography, printmaking, new media, painting, sculpture, and

mixed media. Submissions are adjudicated anonymously by a panel of professional artists or collectors who reflect varied aspects of cultural production in the visual arts including gallery operations and management, education and mentorship, commissions & representation, sole and group exhibitions, curatorial practice, and artist talks. The jury changes every year.

Q: What images and statements do I need to prepare to complete my submission?

A: Please be sure you follow submission requirements. Failure to do so may result in a forfeited submission. As part of your submission, you will need to:

- 1) Upload 6 art work images
 - FILE FORMAT ACCEPTED: .jpg, .png, 5Mb maximum, recommend 1400px on smallest side, 72 DPI.
 - FILES **MUST** BE NAMED BEGINNING WITH YOUR ARTIST NAME: For example: "Angela-Lane-1, "
 - One image may be a close-up if you believe that it will help the jury better review and understand your work. Please note that it is a close-up as part of the image title: "Firstname-Lastname-Close-up "
 - **The ArtWalks are juried by arts professionals. They are looking for a consistent theme to the work, originality, and quality. Submitted images must be clear, sharp, and representative of what you will exhibit; rejected submissions are often due to poor quality images or photographs that have other elements (walls, frames) in the submission photo.**
- 2) Include Artist Statement
 - 1000 character maximum

What is the difference between an Artist Biography and an Artist Statement?

A: An Artist Biography provides a sense of your training, experience and highlights from your curriculum vitae. An Artist Statement focuses on the artistic vision of your current work.

Q: How and when will I find out if I have been accepted?

A: The results of the selection process will be communicated to you by email. We will not provide acceptance information over the phone. Please refer to the website for dates.

Q: Can I dispute or appeal the jury's decision?

A: No, all decisions are final.

Q: How big is the space I will be exhibiting in?

A: Artists will be assigned a 10' by 10' booth space. Your tent must fit this space. No encroaching into the aisles will be allowed as it obstructs walkways and neighbouring artists line of sight.

Q Can someone else sit my exhibition?

A: We encourage all artists to sit their exhibition sites during show hours. This is your opportunity to meet art buyers and get feedback on your work. Artists may arrange coverage of their sites for periods of time but are expected to be available during show hours.

Q: Does the Artists' Network take a commission from my sales?

A: No. 100% of the revenue you make from sales at the in-person show are yours. Although the Artists' Network does not take a commission for online sales, Eventeny charges an admin fee PLUS the standard Stripe processing fee. STRIPE fees (approx. 2.9%, plus 30 cents per transaction) and transaction fee of 5% (Eventeny). The Artists' Network receives no commission or rebate back from the transaction fee.

I HAVE BEEN ACCEPTED, NOW WHAT??

Q: I have been accepted, what do I need to do next?

A: Please take close note of the Important Dates to understand your payment schedule <https://www.artistsnetwork.ca/riverdale-artwalk-june/> . Failure to pay on or before the payment due dates will result in losing your spot. Beyond the submission fee, there is a single payment for artists participating in the Online show and 2 payments for the In-person (includes Online show).

Once accepted, you will be able to begin building your online profile and store. You can save and edit as needed. It will only be live on show opening.

Q: What if I need to cancel my participation?

A: If you are juried in and need to cancel, you must do so in writing. Cancellation information is on the website: <https://www.artistsnetwork.ca/riverdale-artwalk-june/>

IN-PERSON ARTWALK

Q: Will I also have an online presence?

A: Yes. If you are accepted into the full ArtWalk, you will have the opportunity to be in-person for those days PLUS participate in the online show at no additional cost.

Q: What if I sell something Online and then In-person in my booth?

A: Artist can manage this in a number of ways to ensure you don't sell the same piece twice. Some artists have different inventory online vs in-person. Others keep a close watch on their online store when they sell in-person. Through Eventeny, you can also 'turn off' your product during show hours so that it is not visible and easily 'turn on' your store after the in-person event closes. This is the responsibility of the artist.

Q: How are the booth locations determined?

A: Booth allocation will be drawn at random in 3 batches: early bird, regular submission, and late submission. If you have a specific request, please let us know upon acceptance and we will attempt to place you in the best available booth that most closely matches your request when your name is drawn. No guarantees of location are made, and all locations are subject to change due to park conditions. We will do our best to accommodate any medical restrictions.

Q: When is the orientation and what does it cover?

A: We host an orientation for the ArtWalks. Once accepted, we will reach out and confirm orientation details. During orientation, we discuss the online and in-person show logistics such as move-in and move-out as well as how to leverage marketing to increase traffic to your booth, sales tips and general show survival tools! Over the last two years, we have hosted a number of orientations of the online store in detail that you will have access to and there are multiple videos on the Eventeny site that will also help walk through the online tool.

Q: Do you provide the tent or the display materials?

A: No, we do not. Artists must provide their own tent, and all other display materials. If you choose to rent a tent, a rental order form will be included in the artists manual. The Artists' Network has partnered

with AllCargos for all rentals; they will be available during the show. Display systems must be secured by weights, sandbags or bricks. **Spiking of the ground at Jimmie Simpson Park and CF Shops at Don Mills is strictly prohibited.**

Q: What if it rains?

A: The shows are a rain or shine event. A great reason to invest in or rent a 10' by 10' waterproof tent! The orientation can provide some tips to survive the rain.

Q: How does the load-in process work?

A: When you receive your participant package by email and access to our online Artist Handbook that will include your load-in/loadout time and procedures to follow. Pre-determined groups of artists will arrive at the park in fifteen-minute intervals. You will be greeted by a representative from the Artists' Network and any new pertinent information will be shared at that time. You then have fifteen minutes to unload your materials on the curb side. The tire of your car may be marked in chalk with your booth number. This allows us to identify you if you leave your vehicle unattended for longer than the allotted time. Remember, there are between 85 and 190 participants at our outdoor shows. Following the load-in procedure ensures a smooth, organized start to everyone's day. **Before you begin transferring your materials to your booth location, you must move your car and find a place to park.**

It is highly recommended that you bring someone along to help you with this procedure.

Once you have located your booth and set yourself up, stop by the Artists' Network information booth to pick up your artist package.

ONLINE ARTWALK

Q: This is very intimidating. I don't know what to do?

A: There will be a Zoom orientation and we will provide step-by-step instructions, as well there are multiple help documents available on Eventeny that will help you with setting up your profile, Stripe account and store.

Q: I already have an Eventeny account from last year – can I use the same account?

A: Absolutely! This is one of the benefits of Eventeny – your profile will be accessible and can easily be updated at any time.

Q. Once I create my own page on Eventeny, will it still be there after the virtual event ends? Can people still purchase my art?

A. Yes. The page you create is yours and will stay with your account. If you participate in several virtual events with Eventeny, all you will have to do is update your products for sale.

IMPORTANT – Managing your Eventeny Profile is the artists responsibility. Once the show closes artists must “unpublish” each product/artwork in their profile or “remove” the product. Once an event closes, no one can access your profile by visiting the ArtWalk event site. However, even if the event is closed, if someone has your person profile/store link, they can still access your profile and store and click on and purchase any product you have listed that you do not ‘unpublish’ or ‘remove’.

Q: How do I get my images on Eventeny?

A: We will be doing an orientation; however, the benefits are that you manage all aspects of your account from uploading images, setting prices and shipping. This means you have ultimate control and can change details any time you want instantly.

This new technology will give you a more robust profile in the store and provide you with complete access and flexibility to manage your store through out the event. You will be able to upload and refresh more content, stories, and images. As well, you will be able to set your own tax level and input customized shipping and handling for each piece. Notifications and payments will be direct to artists emails and accounts.

Q. Payments - How will the funds from transactions get to me?

A. The funds are transferred to your bank account via Stripe. You'll need to connect your Eventeny account to your Stripe account when setting up your page.

Q: Why do I need a Stripe Account?

A: Eventeny uses Stripe vs Paypal to process payments. It is VERY easy to set up a Stripe account and there are help documents available during setting up your Eventeny Profile process to walk you through the process.

Q: Are there any fees associated with Online sales? Does the Artists' Network take a commission from my sales?

A: No. Although Artists' Network does not take a commission for online sales, Eventeny charges a processing fee. When you sell an item, there's a small fee to cover the costs (5% transaction fee) and standard credit card processing fee (~2.9% + \$0.30) on the full price, including shipping and taxes. This helps run the platform to provide continuous support and new features.

Q. My Stripe account isn't linking to my account on Eventeny.

A. When you set up your Stripe account, be sure to use the same email address as the one on your Eventeny account.

Q. Can I also direct people to my website?

A. There is an input box available to list your website, on your profile. However, actively encouraging people to external websites or to another venue to purchase items is prohibited to ensure buyer protection. A transaction initiated on Eventeny may not be completed off of Eventeny. Sellers may not alter the item's price after a sale, misrepresent the item's location, or use another user's account without permission.

Q. Q: How do I manage shipping

A: As with any retail store, you are responsible for all packaging and shipping to your customers. Artists will be responsible for all shipping and communication with the client. As the artist is responsible packing and shipping/delivering the art, each artist will set the shipping fee they include in the price of each piece. We recommend rounding up any expected costs to cover estimated fees and transaction fees. Many artists are practising social distancing deliveries (porch drop offs) during this time.

Q. What are the shipping options?

A. There are 4 shipping options: Free, Fixed, Calculate, and Self delivery.

Q. If my items are too large to ship, can I have a delivery option for local areas only?

A. You can select the shipping type option, Self or in-person delivery. When you select this option, you will see a Delivery restriction box where you can enter the area restrictions.

Q: What can I upload into my store?

A: Just like our ArtWalks, the criteria remains the same:

- Only open to artists who have been successfully juried into the show
- You may include up to 30 pieces of art as you choose
- Original art only – no functional art. Photographs and digital works must be signed by the artist and appropriately numbered indicating a limited number of prints of no more than 100.
- Prints can be sold, but we ask you keep them to 20% of items displayed and sold in your store. (ie 30 pieces in your store – 6 can be prints). Only one print of the same image can be displayed at any time in your online store. The store will enable you to sell multiples of the same print by indicating the number available.
- All artwork **MUST** be in your hands and available for sale and should not be posted on another e-commerce website to avoid duplicate sales. It is the artist's responsibility to manage inventory.

MEMBERSHIP**Q: How do I become a member?**

A: Navigate to the Member page on the website and complete the information. Be sure to upload an image that best represents your work.

Q: Do I need to live in the Riverdale neighbourhood to become a member of the Artists' Network or submit to a show?

A: No, membership is not geographically-based; in fact, we have member artists across Canada. Visit the website to learn more about Artists' Network member benefits and services.

<https://www.artistsnetwork.ca/membership/>

SUPPORT**Q: I don't know yet what I don't know!!!!**

A: Don't worry. Once the jury process is complete, there will be a closed Facebook Group page set up that will allow you to ask millions of questions and get a fast response from the community. We also will provide you with access to our Online Artist Handbook. We are here to support you and ensure you have a great experience! You can also reach out to our show director at Angela@artistsnetwork.ca.