

Art Hub Art Label Requirements & Timelines



Introduction

Art Hub labels are prepared for the artist by the Gallery. Only in special circumstances are art labels to be produced by the artist. This is to ensure a consistency across the Gallery. Those special situations are temporary in nature. The artist may use a blank label also provided by the Art Hub.

Label Requests Timelines

It is important that artists do what they can to plan their label printing strategy in advance.

Late submissions cannot be guaranteed for timely delivery.

There are three situations where labels may be requested:

1. Labels for New Shows.

- a. The deadline for labels to be submitted will be in the Show Committee's pre-show email.
- b. The deadline will be the end of day Wednesday, 4 days before the Sunday changeover date.
- c. Labels submitted before the deadline will be printed and placed into the grey label box at the Gallery.
- d. Labels submitted after the deadline will be treated under category 2.

2. Replacement Labels.

- a. This is when an item is sold, a label is missing/damaged or when an artist wants to change their artwork.
- b. Any label request will be printed and placed into the grey label box at the Gallery within 7 days from date/time of submission.
- c. Please re-use the old label if you plan to show the artwork again.

3. Feature Window Display

- a. If you have signed up to participate in the Feature Window Display your label request will be printed and placed into the grey label box at the gallery within 4 days from date/time of submission.
- b. For a Wednesday display, that will require label information to be submitted by end of day Saturday.
- c. Select YES for Window Display when you submit your labels.

Every effort will be made to deliver labels sooner than the timeframes allotted but there are no guarantees. Label printing is often held up deliberately to avoid the cost of printing singles.

Artisan Labels

A set of stick on labels with the Art Hub logo and Artist number and name in a standard font will be provided to each Artisan. If required, a tie on tag will also be provided for the Artisan. The tag will have the stick on label and can be tied to the item, if a stick on label is not appropriate.

An Artisan box with this stationery is found in the store room at the Gallery.

The Artisan is responsible for generating their own labels.

Label Submissions

Will only be accepted via the ACP website. No exceptions.

Website link:

<https://artscarletonplace.com/art-hub-show-submissions/>

If you make an error with your label request, correct and resubmit. Both labels will be printed.

Maximum Field Lengths

Labels have physical limitations for field lengths. If these field lengths are exceeded, the label will either be poorly formatted, or if spotted, brought forward for special attention. This process is semi-automated and treating label requests individually creates delays. No guarantees are made for label requests that exceed field lengths except best effort made.

Maximum lengths:

Title: 26 characters

Medium: 26 characters

Rounding Of Measurements

Input picture width and length in whole inches only. No decimals or fractions will be printed.

Spelling Corrections

Do not key in your artist number. Artist number is created automatically to avoid mistakes at time of sale.

Spelling corrections will be made to obvious errors only.

Label Pickup

Once the label has been printed, it will be delivered to the Gallery and placed in the grey box in the Store Room.

Please help reduce expense by returning the empty baggie to the grey box. They can then be re-used.