

Recreation and Culture Department – Cultural Services
Temporary Exhibitions in Town Facilities
APPLICATION FORM

WHAT TO INCLUDE IN YOUR APPLICATION

Use this form to apply for an exhibition in either the **Main Gallery** at Queen Elizabeth Community Centre (QEPCCC) and/or the **Corridor Galleries in Town Facilities**.

A complete application will consist of:

- A written proposal with a maximum length of three paragraphs. Discuss the content of the work, both conceptually (issues or ideas explored) and physically (type of medium and format). Outline how you intend to use the Gallery space. If you are requesting a particular date for exhibiting, indicate why this is important to the work you are proposing.
- Five to 10 images of your work (jpgs on a USB stick, CD; and /or DVDs). Indicate if these images represent what you plan to exhibit or are, instead, examples of your current production and indicative of the future direction of your studio work. Images must be PC compatible in JPEG format, a maximum of 1 MB file size, a maximum resolution of 1024 x 768 pixels at 72dpi. Do not submit PowerPoint presentations, PDFs, or large Tiff files. Do not send original artwork;
- A corresponding image list. Label all materials and numerically list the work, indicating each title, year of production, materials used and overall dimensions;
- A current Curriculum Vitae (resume), outlining and listing your training/education, exhibitions, grants/awards and other professional art experience (three pages maximum); and
- Completed application form.

SUBMISSION DEADLINES

Completed applications must be received at QEPCCC by the deadline date:

February 1

September 1

Email, mail or deliver to:

Exhibition Submissions
c/o Culture Coordinator
Queen Elizabeth Park Community and Cultural Centre
2302 Bridge Road
Oakville, ON L6L 2G6
qepexhibitions@oakville.ca

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APPLICATION PROCESS

The Main Gallery at Queen Elizabeth Park Community and Cultural Centre

The Main Gallery exhibition space at QEPCCC presents to the public, creative work that is important to the QEPCCC community. Exhibitions will feature professional artwork by local artists in the areas of fine art, craft, performance art and digital arts, which range in content from historical to contemporary themes. Exhibitions may also include works by national and international artists and exhibitions proposed by curators. All Main Gallery exhibition requests will be a minimum of three weeks and the rental rates are based on the following weekly rates: \$375 commercial and \$275 community based. Exhibitors will be issued a permit for gallery rental.

Corridor Galleries at Town Facilities

Corridor Galleries showcase original art work to the public in the Town of Oakville's Recreation and Culture facilities including QEPCCC and Trafalgar Park Community Centre. These exhibition spaces provide a platform for professional and emerging artists, instructors and students in the community at large.

Culture staff process exhibition requests and the applications are reviewed by an Exhibitions Review Committee. Notification of results will take approximately two months after the deadline. Submissions will only be returned provided a self-addressed stamped envelope is included. After receiving notification of acceptance by email, applicants must return a signed, EXHIBITOR'S AGREEMENT AND GUIDELINES. A general information meeting is scheduled with Town staff thereafter.

- All exhibitors are responsible for the transportation, installation and dismantling of exhibitions.
- The installation and dismantling of exhibition will be coordinated and scheduled with the Culture staff.
- All works must be original art work.
- All works must be ready to hang and/or prepared for display cases. Exhibitors in the **Corridor Galleries** use the Gallery Systems hanging system.
- All work must be labeled on front side and backside with artist full name, contact number, address, title.
- All works on display are insured by the town (when values are provided) unless Culture staff deems the work to be unsafely built or installed. For work to be insured, insurance forms must be filled out in advance of installation. Insurance claims cannot be honored for works that are damaged due to mishandling or poor installation.
- Artwork may be available for sale with prices listed on the labels. All sold artwork must remain on exhibition for the duration of the show.

Any major change to the original exhibition proposal must be made in advance in writing for approval by Culture staff. In such cases where major changes are implemented without the approval of Culture staff, the opening of the exhibition may be delayed pending a decision by the Exhibitions Review Committee.

The Main Gallery and Corridor Galleries Purpose and Procedures are available at <https://www.oakville.ca/culturerec/public-art-and-exhibitions.html>.

For additional information, contact the QEPCCC Cultural Coordinator, Dianne Pearce at gepexhibitions@oakville.ca or Call 905-815-5979.

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This form must accompany your proposal for Exhibition Application. (PLEASE PRINT)

NAME

ADDRESS POSTAL CODE

EMAIL TELEPHONE

A well written, clear and concise proposal is required for all exhibition applications. Images of current work and Curriculum Vitae are also expected. Deadline applications dates to be received are: **February 1 and September 1.**

I am requesting a (check one):

QEPCCC Main Gallery Exhibition Corridor Galleries Exhibition

SOLO EXHIBITION

TWO- OR THREE- PERSON EXHIBITION with (full names of artists here):

.....
 GROUP EXHIBITION (full names of all participating artists here):

MEDIUM

TITLE OF EXHIBITION

EARLIEST DATE TO EXHIBIT

PLINTHS WITH PLEXI COVERS

ARTWORK WILL BE AVAILABLE FOR SALE Yes No

I have read and understand Purpose and Procedures found on the Exhibitions page of oakville.ca.

SIGNATURE DATE

For Office Use only:

Date Received _____ Received by _____