

**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 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, and 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).
- Completed application form (page 3).

SUBMISSION DEADLINES

Completed applications must be received at QEPCCC by February 1 or September 1.

Email, mail or deliver to:

Exhibition Submissions
c/o Cultural 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 QEPCCC

The Main Gallery exhibition space at QEPCCC presents creative work that is considered important to the community. Exhibitions feature pieces by professional local artists in the areas of fine art, craft, performance art, and digital arts, ranging in content from historical to contemporary themes. Exhibitions may include works by national or international artists, and those proposed by curators. All Main Gallery exhibitions will be a minimum of three weeks with **\$389 commercial** and **\$285.27 community-based** weekly rates. Exhibitors will be issued a gallery rental permit.

Corridor Galleries at Town Facilities

The Town of Oakville's Corridor Galleries showcase original artwork to the public in 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 will then be scheduled with staff.

- All exhibitors are responsible for the transportation, installation and dismantling of exhibitions.
- The installation and dismantling of exhibition will be coordinated and scheduled with staff.
- All works must be original artwork.
- All works must be ready to hang and/or prepared for display cases. The Gallery Systems hanging system is used in the Corridor Galleries.
- All work must be labeled on front and back with: artist's full name, contact number, address, title.
- All works on display are insured by the town (when values are provided) unless 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 made available for sale with prices listed on the labels. Any 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.

Review our Purpose and Procedures at <https://www.oakville.ca/culturerec/public-art-and-exhibitions.html>.

For additional information, contact the QEPCCC Cultural Coordinator 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 a curriculum vitae are also expected. Applications must be received by **February 1** and **September 1**, respectively.

I am requesting a (check one): **Main Gallery Exhibition (QEPCCC, fee applies)** OR
 Corridor Exhibition (various Community Centres)

- SOLO EXHIBITION**
 TWO- OR THREE-PERSON EXHIBITION
 GROUP EXHIBITION

Full name(s) of artist(s): _____

MEDIUM _____
TITLE OF EXHIBITION _____
EARLIEST DATE TO EXHIBIT _____
PLINTHS WITH PLEXI COVERS _____
ARTWORK WILL BE FOR SALE Yes No

I acknowledge that I have read and understand the Exhibitions **Purpose and Procedures** posted on oakville.ca (<https://www.oakville.ca/culturerec/public-art-and-exhibitions.html>).

SIGNATURE _____ DATE _____

For Office Use only:

Date Received _____ Received by _____