



Art Exhibit Application

Anyone interested in applying for an art exhibit may pick up an application at the Public Services Desk of the Collingwood Public Library, download one from our website, or call the Library and ask that one be sent via Canada Post.

Please return this application form to the Library along with:

1. Photographs showing images representative of the work to be exhibited; alternatively, you may advise a web address where your work can be viewed online;
2. A list detailing dimensions and type of media for each image; and
3. Brief curriculum vitae (CV) with respect to your artwork.

Your application will be reviewed at the next Arts Advisory Council (AAC) meeting. You will be informed either by email or regular mail whether you have been accepted for a show. If accepted you will be notified of the dates of your exhibit, and the dates and times of hanging, reception, and takedown. You also will be required to sign our exhibition agreement.

Display Space at the Library

Art exhibition space encompasses a number of areas throughout the Collingwood Public Library, including open walkways and community rooms, as detailed below.

1. **Central Gallery** (Williams/Westcott Art Walk, Bridge Gallery)
 - Length: Two months, with the option for one month
 - Cost: \$50.00 per month, plus 30% commission on all sales
 - Promotion and Publicity: Launch show with press release, ads in tradition and new media; opportunity for opening reception
 - Space: Williams/Westcott Art Walk, 48 linear feet of hanging space; Bridge Gallery, 33 linear feet of hanging space

2. **FreeSchools Gallery** (FreeSchools World Literacy Community Room)

- Length: Two months, with the option for one month
- Cost: 30% commission on all sales
- Promotion and Publicity: Launch show with press release, ads in traditional and new media; social media support for duration of show; no opening reception
- Space: 48 linear feet of hanging space

Preparing for Your Show

Artists are required to use the Library's in-house hanging system. All art must be prepared to hang with wires attached to the back of the work. Nails cannot be used in any location of the Library.

Sculptures will be accepted for exhibition, determined on a case-by-case basis by the AAC. Currently there are four display cases for small items.

Out of respect for all artists who participate in our exhibit opportunities, hanging, reception and takedown times and dates are carefully scheduled; artists are required to adhere to the schedule as there is no suitable storage space in the building.

One month prior to your show, we will require a .jpeg of the artwork you wish to use on the poster and opening reception invitation, and the exhibit paperwork as listed on the exhibit acceptance letter. Emerging Artists will be required to provide their own poster. Artwork/image can be sent via email, Canada Post or delivered in person to the Library, marked: Attention: Arts Advisory Council. We may request additional information from you to prepare the press release.

Publicity

As applicable, a press release will be sent to local media contacts to advertise your upcoming exhibit. An electronic ad will be displayed throughout the Library and posted on the Library website. An ad will be submitted to the Town page of the Enterprise-Bulletin newspaper (subject to availability) prior to the opening reception. A select number of opening reception invitations may be provided upon special request.

Please read carefully the attached guidelines and policies for exhibiting work.

Art Exhibit Agreement

One of the services of the Collingwood Public Library is to promote the visual arts. Exhibition space is available for local craft and art displays. Non-local art of significant interest (as determined by the Public Relations Coordinator) is also shown. The Collingwood Public Library exhibits the work of amateur and professional artists.

1. Exhibitions will be on display for a stated period of time as specified in the art exhibition policy and contract, and at the discretion of the Library.
2. Special consideration is given to local artists and artisans.
3. The artist is responsible for all aspects of an opening reception (if held). If wine or liquor is to be served, a liquor license must be obtained three weeks prior to the opening, and it must be displayed clearly on the wall of the FreeSchools World Literacy Community Room during use of the room. All liquor is to be consumed within the FreeSchools World Literacy Community Room; it cannot be carried out into other areas of the Library.
 - a) As much as possible, artists are encouraged to adopt environmentally friendly practices for opening receptions, in keeping with the Library's LEED status. The Library can provide many of the supplies required for a reception, such as dishes, glasses, mugs, etc. A dishwasher is available for clean-up. Artists are responsible for kitchen and community room clean-up after receptions.
 - b) Set-up should begin at least half an hour before the opening reception, and clean-up should begin at least half an hour before the Library is scheduled to close.
 - c) Any items brought into the FreeSchools World Literacy Room (tables, chairs, etc.) from the storage room must be put back just as they were found.
4. On occasion, Library programming, community events and private meetings may require that the FreeSchools World Literacy Community Room and the Murray Clerkson Room be closed for a brief time.
5. Artists or groups showing in the Central Gallery are charged an exhibition fee of \$50.00, payable in advance, plus commission. Artists or groups showing in the Murray Clerkson Room for Emerging Artists or the Professional Gallery are only charged a commission.
6. A commission of thirty percent (30%) is payable to the Collingwood Public Library for any work sold during an exhibition. Commission will be deducted from any amounts owing to the artist(s) following the exhibition. Not-for-sale

works intended for inclusion in the exhibition must be noted on the application form; such works are subject to approval by the Public Relations Coordinator. While there is no implied acceptance of *any* not-for-sale works, the Public Relations Coordinator reserves the right to limit the number (or percentage of the whole) of not-for-sale works.

7. The Public Relations Coordinator may make a recommendation to the Library Board to waive fees and commission in the case of not-for-profit shows. Fees and commission may be waived at the sole discretion of the Library Board.
8. The Library will transact all sales of work during an exhibition. The artist is responsible for submission of any federal or provincial taxes issuing from the sale of his/her work.
9. A group or individual is limited to one exhibition per year, unless otherwise permitted by the PR Coordinator.
10. Provided the requisite documentation has been filled out, artists' work is covered under the Library's insurance policy for damage or theft while it is on display. Damage occurring in transit is not covered. Condition of the work will be verified immediately following the hanging process and immediately preceding the takedown by the Public Relations Coordinator and the artist.
11. Sales from exhibits are tallied at the conclusion of the exhibit. A cheque will be prepared by the accounts payable department of The Town of Collingwood and mailed to the artist within two to four weeks from the closing date of the exhibition.
12. While we do not censor content, any work that is deemed, in the discretion of the Public Relations Coordinator or CEO, to be in violation of copyright law will not be permitted to be shown at the Library. The Public Relations Coordinator will be cognizant of current community standards when considering submissions.
13. Work that has been accepted for exhibition must stay in the Library for the entire duration of the exhibit; however, as Collingwood is a tourist destination, exceptions may be made to allow work to be removed for out-of-town purchasers. The artist will be permitted to fill the vacant space with another piece, if desired, with the approval of the Public Relations Coordinator.
14. Artists must use the Library's hanging system to display their work. Nails cannot be used under any circumstances. Work must be prepared and ready to hang upon arrival, as there is no storage space available. Artist(s) are responsible for hanging their work, with the assistance of the Public Relations Coordinator, during agreed scheduled times. Opening and closing inventory of the hanging system components will be taken; exhibitors will be responsible for

replacement cost of any missing components at the time of closing inventory.

15. Artists or groups applying for a December exhibition should take into consideration that the exhibition will run for two months from the beginning of December; takedown date is the last business day in January.

The Library reserves the right to change the Art Exhibit Policy and Contract. The rates, fees, regulations and other requirements of whatever kind are subject to change without prior notice. The Library cannot guarantee specific exhibit locations.

I have read and understood the foregoing guidelines and policies and I agree to adhere to same as set out above.

Signature: _____

Date: _____

Application

Name:

Contact Person (if this is a group application):

Address:

Phone:

Email:

Medium and Description of Exhibit: (attach additional pages if required)

Exhibit Title:

Signature:

Date:

Please return this application to the Leigh Ann Epp
lepp@collingwoodpubliclibrary
705-445-1571 ext. 6241
55 Ste. Marie St.
Collingwood, ON.
L9Y 0W6