

# Queen Elizabeth Park Community and Cultural Centre

## Main Gallery

### APPLICATION FORM

#### GENERAL INFORMATION: EXHIBITION REQUEST

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A complete application will consist of:

- a written proposal with a maximum length of 3 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; and if you are requesting a particular space or date for exhibiting, indicate why this is important to the work you are proposing. All exhibition requests will be a minimum of three weeks and the rental rates are based on the following weekly rates: \$325 commercial and \$275 community based.
- 5 - 10 images of your work (JPEGs 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, a maximum resolution of 1024 x 768 pixels at 72dpi. Do not submit Power Point 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, outlining and listing your training/education, exhibitions, grants/awards and other professional art experience (3 pages maximum);
- Completed application form

#### SUBMISSION DEADLINES

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

**1 February**

**1 September**

Mail or deliver to:

Main Gallery Submission

Cultural Supervisor QEPCCC

2302 Bridge Road

Oakville Ontario

L6L 2G6

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The Main Gallery Exhibition space at the 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. The exhibition schedule for the Main Gallery is a combination of gallery rentals and exhibitions organized by Town staff including partnerships with internal organizations. The QEPCCC Cultural Supervisor processes exhibition requests and the applications are reviewed by an Exhibitions Review Committee, a sub-committee of the QEPCCC Interior Design Committee. All selected exhibitions are presented to the QEPCCC Interior Design Committee for final approval. 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 begin the process of setting up a permit for gallery rental. 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 Cultural Supervisor.

All works must be original art work.

All works must be ready to hang and/or prepared for display cases.

All work must be labeled on front side and backside with artist full name, contact number, address, title.

All works on display in the Main Gallery are insured by the QEPCCC (only when values are provided) unless the Cultural Supervisor 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 which are damaged due to mishandling or poor installation.

All exhibition requests will be a minimum of three weeks and the rental rates are based on the following weekly rates: \$325 commercial and \$275 community based.

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. All sales of artwork are subject to a 30% commission as outlined in the Main Gallery Purpose and Procedures.

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

The Main Gallery Purpose and Procedures is available at [www.oakville.ca](http://www.oakville.ca)

For additional information, contact the QEPCCC Cultural Supervisor, Tonia Di Risio at [tdirisio@oakville.ca](mailto:tdirisio@oakville.ca)  
or call 905 845 6601 ext 4614

**Queen Elizabeth Park Community and Cultural Centre**

**Main Gallery**

**APPLICATION FORM**

**GENERAL INFORMATION: EXHIBITION REQUEST**

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**This form must accompany your proposal for QEPCCC Main Gallery Application. (PLEASE PRINT)**

NAME .....

ADDRESS .....

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: 1 February and 1 September.

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I am requesting a (check one):

SOLO EXHIBITION

2 OR 3 PERSON EXHIBITION with (full names of artists here): .....

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

.....  
MEDIUM .....

TITLE OF EXHIBITION .....

EXHIBITION DATES REQUESTED .....

ARTWORK WILL BE AVAILABLE FOR SALE (30% commission): Yes  No

ARTWORK COMMISSION TO BE SHARED WITH ART GROUP: .....

All exhibition requests will be a minimum of three weeks and the rental rates are based on the following weekly rates: \$325 commercial and \$275 community based.

.....  
I have read and understand the document: Queen Elizabeth Park Community and Cultural Centre Main Gallery Purpose and Procedures

SIGNATURE ..... DATE .....

.....  
**For Office Use only:**

Date Received: ..... Received by .....

12/2012