

**KIMBERLEY ARTS COUNCIL  
GALLERY EXHIBIT  
APPLICATION INFORMATION SHEET**

**Criteria for Selection**

The Gallery Coordinator and Committee are responsible for the selection of annual exhibitions and use the following criteria to guide its selections:

- Works must be original, high quality, hand-made and in any media: clay, glass, wood, metal, fibre, stone, paper, watercolour, acrylic and oil painting, mixed media, photography
- Works must be recent – created within the past 1 – 2 years
- Exhibitions are chosen to reflection innovation, quality and professionalism
- Exhibitors are encouraged to become members of the Kimberley Arts Council
- The attached application form must be completed in full in order to be considered

**Exhibition**

An Exhibit Fee of \$50.00 will be charged, regardless of the number of exhibitors.

A minimum of 60% of the work displayed must be for sale. The commission split is 70% of the retail price to the exhibitor, 30% to Kimberley Arts Council.

Setup and Removal of the exhibition is the responsibility of the exhibitor, with the assistance of the Gallery Coordinator if required.

Exhibitions normally run in 4 weeks cycles, beginning on a Tuesday and ending on the fourth Saturday. Setup takes place on the Monday before the Opening and Removal takes place on the Sunday morning following the close of the exhibit. At certain times of the year, an exhibition may be 3, 5 or 6 weeks in duration.

The Gallery Coordinator will prepare identification tags from the list of works to be exhibited; guest book sheets, posters, invitations and exhibit signage.

The Kimberley Arts Council will organize the “Meet the Artist(s)” Opening Reception and provide a basic refreshment table. If wine is requested, it shall be at the Exhibitor’s expense along with the cost of the license; the Kimberley Arts Council will provide the Serve It Right personnel.

**Physical Space**

The Main Gallery is located on the main floor of Centre 64, Kimberley’s arts and cultural centre. The space is 43 feet by 23 feet. There is a step up alcove with two small side windows. One half of the Main Gallery has a ceiling height of two stories. The post and beam structure supporting the Upper Gallery is designated on the main floor layout.

Dependant on the number of pieces or the number of participating artists, the Upper Gallery, located on the second floor, may be utilized. The space, 43 feet by 5 ½ feet excluding the stair area, overlooks the Main Gallery.

The galleries employ a hanging chain and S-hook system of display. All visual art must be equipped with proper mounting hardware (screw eyes and wire are preferred). All displayed pieces must be cleaned and cotton gloves and glass cleaner are available for the exhibitor’s use.

A limited number of black modular plinths are available for the display of dimensional pieces.

It is the responsibility of the exhibitors to ensure the Gallery space is left in its original condition and they must budget their time to do so. Absolutely no tape, nails, screws or staples are to be fastened on or into the walls or beams.

Gallery lighting is Halogen Capsylite Clear and Frosted PAR 20, 30 and 38, which are 97+ CRI. Spots lights **must not** be redirected; the Gallery Coordinator will do this.

In the Main Gallery, you will be required to work around the Harpsichord; items may not be placed on or against the harpsichord unless the Gallery Coordinator is in agreement.

### ***“Meet the Artist(s)” Opening Reception***

The “Meet the Artist(s)” Opening Reception will normally take place on the evening of the opening day, a Tuesday, between 7 and 9 pm.

The Kimberley Arts Council asks that the exhibitor(s) be available to meet with the public during the Opening Reception.

### **Promotion of Exhibition**

Exhibitors are expected to assist with the promotion of their exhibition by the inviting of guests and clients, whether by telephone or by the giving or mailing of an invitation.

Colour Posters, Art Card/Post Card Invitations, along with Exhibit Signage, will be arranged by the KAC. Digital images of the artwork being shown in your exhibit will be accepted for the Posters, Art Card/Post Card Invitations.

The Exhibitor will receive 1 Poster and 20 Art Card/Post Card Invitations to assist in the promotion of their exhibit.

The KAC will circulate Posters in the Kimberley area, send invitations to its membership by email and have Art Card/Post Card Invitations available at Centre 64 for the general public.

If the Exhibitor wishes to receive additional materials, the cost will be:

Poster (8 ½ by 11)	.75 cents
Art Card Invitation/4	.75 cents

**KIMBERLEY ARTS COUNCIL  
GALLERY EXHIBIT PROPOSAL FORM**

- Please read the Application Information Sheet before completing this Proposal Form.
- Please type or print clearly and retain a copy of this application for your records.
- Applicant(s) are encouraged to become members of the Kimberley Arts Council.

**SECTION 1      Applicant Information**

Applicant's name:

\_\_\_\_\_

If application is for a group exhibit, please list names of the other members of the group:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Full Mailing Address, including postal code:

\_\_\_\_\_

\_\_\_\_\_

Telephone: Work (    ) \_\_\_\_\_ Home (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Each member of a group exhibit is encouraged to become a member of the Kimberley Arts Council.

Choose 3 months from the listing of available months, in order of preference – January, March, April, May, September, November or December. Requested months cannot be guaranteed.

Preferred months for exhibition: \_\_\_\_\_

**SECTION 2      Application Checklist**

Please include the following information with your proposal: (if the application is for a group exhibit, please submit the following information for each member of the group)

- CV/Resume:** Biographical information/resume highlighting exhibit history, education & relevant facts.
- Slides/Photographs:** A maximum of 20 high quality slides, photographs or a CD representing the type of work proposed for the exhibit and at least four slides/photographs of works previously exhibited.
- Slide/Photograph List:** This list will correspond to the slide, photographs or CD and will detail the title, dimensions, medium, and date the work was completed.
- Self-addressed, stamped envelope** for the return of your slides/photographs.
- This completed application form** and the **Exhibit Information form**.
- Exhibit Fee** (\$50.00).

**SECTION 3      Exhibition Information**

Title of Exhibit: \_\_\_\_\_

Twenty Word Description of your Proposed Exhibit (to be used for Promotional Purposes)

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Artist Statement:

Provide a brief overview of your proposed exhibition (a statement outlining artistic motivations, interests and techniques; for example explain the ideas behind your work, the inspiration, the meaning)

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Description of Proposed Exhibition:

Provide a description of the work you wish to exhibit(medium, process, sizes, dates, number of pieces and price range)

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