

## Submitting an Exhibition Proposal

### Eligibility

The following are eligible to submit exhibition proposals:

- a) Art Societies and organizations associated with the John B. Aird Gallery
- b) Groups of two or more visual artists, Art Associations, Art Cooperatives
- c) Individual visual artists
- d) Non-profit visual arts organizations active in Ontario
- e) Ministries of the Government of Ontario

### Exhibition Proposals

Exhibition proposals must be submitted to the Gallery Director in writing. Proposals are reviewed on an ongoing basis.

Please note that Art Societies affiliated with the Aird Gallery have the opportunity to book exhibitions in advance of other proposals, providing they submit an exhibition proposal to the Director on January 1st, two years in advance of the year in which they want to book the exhibition.

Proposals must include the following:

- a) \$25 administration fee (cheques or money orders must be made out to John B. Aird Gallery). This fee is waived for affiliated Societies and Ministries of the Government of Ontario.
- b) A statement of exhibition purpose. The statement must note the names of participating artists and the goals and objectives of the exhibition.
- c) Visual documentation of art works to be exhibited. Slides and/or other support materials must be clearly labeled.
- d) Curriculum vitae or biography on each artist(s), and documentation on the organization co-ordinating the exhibition.
- e) Description of work planned for the proposed exhibition, including an estimate of the number of works (maximum 40) to be exhibited.
- f) Statement specifying the preferred month for the exhibition, giving first, second and third choices.
- g) Statement of preliminary plans for publicity, opening reception, exhibition signage and promotion.

h) Covering letter stating willingness to work with the Gallery Director in the realization of these plans, and recognizing his/her right to approve printed materials and installation plans. The letter should also indicate awareness of the rental fee and of the guidelines and rules for the use of the Gallery.

#### Guidelines and rules for the use of the John B. Aird Gallery

When an exhibition proposal is approved, a letter of agreement will be given to the exhibiting group outlining the specific arrangements for the exhibition. This must be signed and returned, accompanied by a \$100 deposit. Please read the following guidelines/rules carefully.

a) Fees: Exhibitors pay the following fees (totalling \$2,000) to the John B. Aird Gallery: a non-refundable deposit of **\$100** upon confirmation of an exhibition, \$1,000 covering expenses related to the preparation and promotion of the exhibition (which covers the printing of an invitation, and exhibition signage), and \$900 towards the cost of operating the Gallery's facilities.

b) Commission: Each individual or exhibiting group must agree to pay a 20% commission from all sales resulting from exhibitions in the Gallery.

c) Insurance: The John B. Aird Gallery provides insurance on each exhibition up to a total value of \$85,000. Exhibitor's must purchase additional insurance when the total value of works in an exhibition exceeds this amount. Exhibitors will be invoiced for the additional premiums. A list of works with insurance values (60% of retail) must be given to the Director prior to the opening of the exhibition. Exhibitor's must pay a \$1,000 deductible on all insurance claims.

d) Sales: Prices must not be placed in catalogues or on labels identifying works on Gallery walls. A price list must be left at the gallery desk. Individual artists and groups are responsible for processing sales and arranging for delivery or shipping to the client. Sales enquiries will be forwarded to the exhibiting artist or group responsible for organizing the exhibition. "Red dots" may be placed on labels or lists when a work is sold.

e) French Language: All invitations, and Gallery signage must be produced in French and in English. Titles do not require translation, but media does e.g. Watercolour/aquarelle.

f) Floor Plan/Equipment: A Gallery floor plan and a list of display stands are available.

g) Installation: The Gallery Director installs all exhibitions. However, exhibitors are required to provide assistance with the movement and hanging of heavy works and pedestals. Prior to the installation, Exhibitors must inform the Gallery Director of any artworks or exhibition elements with have unusual installation requirements. Walls, carpets and ceilings must not be abused; any damage must be repaired — this includes patching and painting holes in walls following each exhibition.

h) Shipping & Delivery: The Gallery does not have staff on-site to accept deliveries from shipping companies or couriers. Additionally, the Gallery does not have a space to store artworks or packing materials. Exhibitors must arrange (at their own expense) to have all works delivered to the Gallery on the day of the installation and must be on-site to receive works. Works are delivered through the front entrance of the Macdonald Block building, 900 Bay Street. Transport trucks and large, heavy vehicles must remain on the street while unloading with flashers on and a passenger in the vehicle. The gallery cannot except responsibility for traffic violations.

i) Signage: Gallery signage must be produced for each exhibition (i.e.: title signage and labels). The gallery produces signage for two wall-mounted display cases and vinyl lettering for title wall. Exhibitors are responsible for producing exhibition labels and price lists/catalogues.

j) Invitations: The gallery produces an exhibition invitation. The Gallery Director will provide exhibitors with an address list in label format which must be used at cost to the exhibitor.

k) Openings: Opening receptions are held on Thursday evenings from 6:00 to 8:00 p.m.

l) Receptions: Groups wishing to serve wine or other alcoholic beverages are reminded of the necessity to apply for and receive a liquor license. This is done through selected LCBO stores. Exhibitors must not serve red wine or beverages which may stain the carpet. To comply with LCBO regulations, avoid mention of a public opening reception in any material produced for widespread circulation, Gallery signage or advertising. Please note that exhibitors are responsible for cleaning up after the reception, including removing any tables from the Gallery.

m) Publicity: Exhibitions are publicized by the exhibition organizer. A media list is available from the Gallery Director.

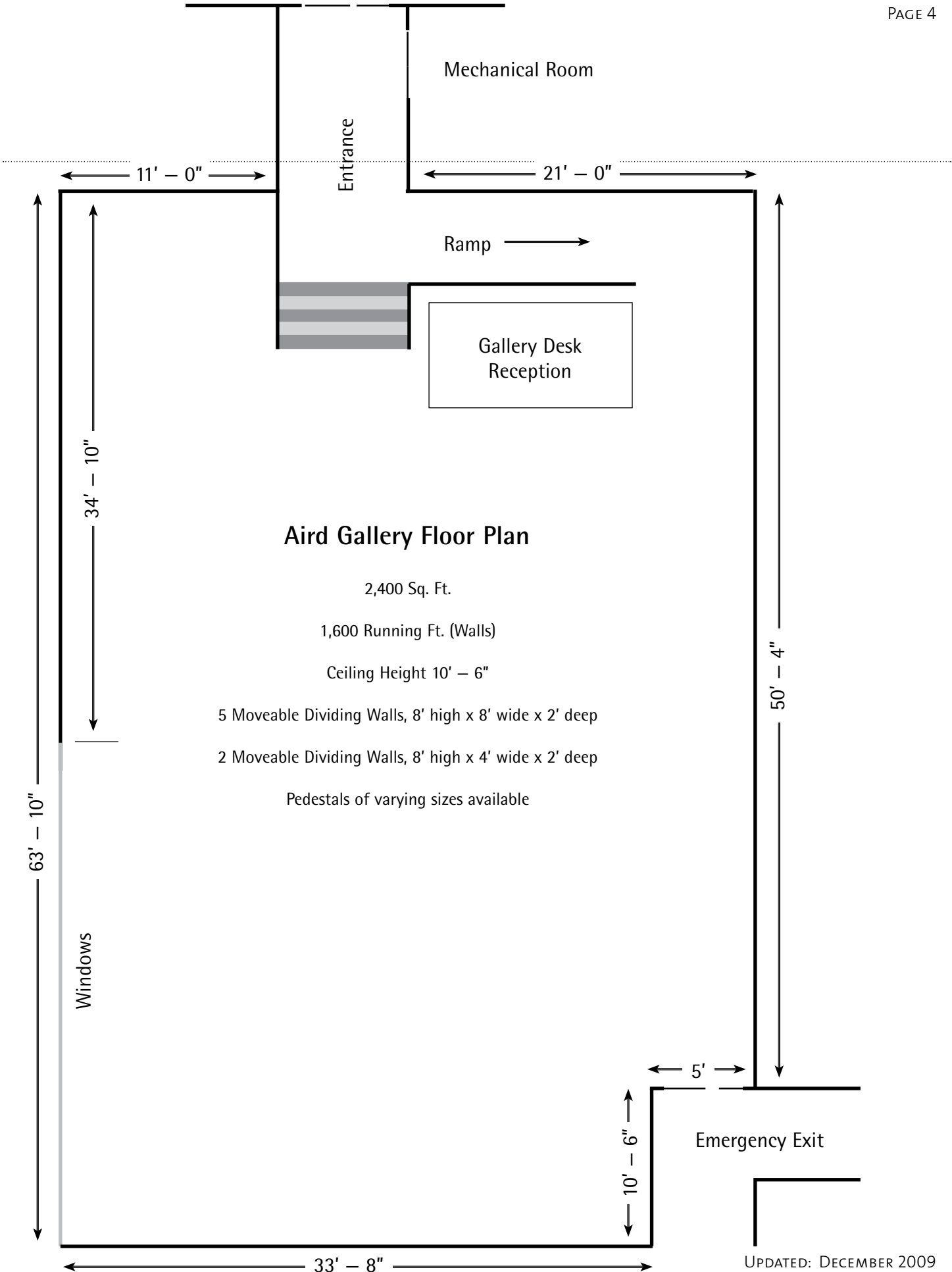
n) Gallery Hours: The Gallery is open from 10:00 a.m. to 6:00 p.m., Monday to Friday. Arrangements to gain access to the Gallery for installation, photography or removal of work at other times must be made through the Director. The final day for an exhibition is always a Friday and work may not be removed prior to 6:00 p.m. on that day.

o) Gallery Style: The name, John B. Aird Gallery, must be written out in full on all press releases and other materials. On invitations and signage, it must be as follows:

John B. Aird Gallery / Galerie John B. Aird

p) Reports: Exhibitors must submit a final report noting sales, attendance figures (if available), and copies of comment sheets.

For further information, please contact the Director, Dale Barrett, at (416) 928-6772 or at the gallery address.



### Aird Gallery Floor Plan

2,400 Sq. Ft.

1,600 Running Ft. (Walls)

Ceiling Height 10' - 6"

5 Moveable Dividing Walls, 8' high x 8' wide x 2' deep

2 Moveable Dividing Walls, 8' high x 4' wide x 2' deep

Pedestals of varying sizes available

## Display Pedestals

Quantity	Size
6	24" (deep) x 24" (wide) x 36.5" (high)
8	12" (deep) x 12" (wide) x 48" (high)
2	24" (deep) x 12" (wide) x 48" (high)
1	48" (deep) x 24" (wide) x 36.5" (high)
2	12" (deep) x 12" (wide) x 36.5" (high)
5	24" (deep) x 12" (wide) x 36.5" (high)
1	22" (deep) x 22" (wide) x 22" (high)

## Plexiglass tops for pedestals

Quantity	Size
3	12" (deep) x 24" (wide) x 12" (high)
1	12" (deep) x 12" (wide) x 18" (high)
6	12" (deep) x 12" (wide) x 12" (high)

## John B. Aird Gallery, 900 Bay Street (at Wellesley)

