



Arts Council of Surrey Gallery

2018 Request for an Art Exhibition

Part 1

Contact Name: _____

Home Phone: _____ Cell Phone: _____

Address: _____ Postal Code _____

E-mail _____

Web Site _____

Individuals or groups must be a current member of the Arts Council of Surrey to request an exhibit. Please apply for membership before proceeding with this application. A membership application is included in this package. A monthly copy of the Spotlight magazine is included in your membership!

Are you a current member of the Arts Council of Surrey?

Yes (Proceed to Part 2)

No (Apply for membership before proceeding to Part 2)

Associate membership: \$25.00 for non-residents of Surrey. (Non-voting)

Individual membership: \$30.00 for residents of Surrey. (Voting)

Group membership: \$40 for any group size. (Not grant eligible & voting) and receives the newsletter). Group membership: \$55.00 for any group size. (Grant eligible & voting)

GST is included. Payment may be made by cash, Visa/Mastercard, debit, cheque.

Part 2

*The gallery committee plans its monthly shows annually in October.
All information/Applications to be in by **September 30th 2017***

Detail your preference for a show month in numerical order. (i.e. 1st, 2nd, and 3rd choice)

Jan. ____ Feb. ____ March ____ April ____ May ____ June ____

July ____ August ____ Sept. ____ Oct. ____ Nov. ____ Dec. ____

Proposed title or theme of the show: _____

Indicate the medium(s) of your artwork. _____

Please e-mail your biography, artist's statement and 4 photos (high resolution) of pieces that will be in the show plus a headshot of yourself to: info@artscouncilofsurrey.ca (Subject line: Request to Exhibit)

Artist's Signature: _____ Date _____

Arts Council of Surrey Gallery
Newton Cultural Centre, 13530 72 Ave., Surrey, BC V3W 2P1
info@artscouncilofsurrey.ca 604-594-2700

Artist's Agreement

I authorize the Arts Council of Surrey to display the artwork listed on the Artist's Inventory List that the artist will supply to the NCC office. While all due care and precaution will be taken, the Arts Council of Surrey does not take any responsibility for damage or loss of artwork listed herein. It is understood that insurance of the artist's work is the responsibility of the artist during the show.

Upon acceptance, the artist will be given a show set up date and take down date. An artist or group may be rescheduled with good reason and with the understanding that every effort will be made to accommodate them at another time in the not too distant future.

THIS AGREEMENT is made between _____ (hereinafter referred to as the "Artist"), and The Arts Council of Surrey (hereinafter referred to as "ACS"). The artworks are hereinafter collectively referred to as the "Works" or "Work." Throughout this Agreement, the terms "Works" and "Work" refer exclusively to the specific works the Artist agrees to exhibit in the Gallery.

The Gallery Space

Artists should tour the gallery prior to their show to ensure they know the gallery space. Gallery Measurements: approximately 21' x 24' (not including doors and windows)

Our Gallery Manager/Curator and will be available to aid in the hanging of the exhibition. If the artist is unavailable for the date of hanging, arrangements will be made for said artist to drop off their works at the Newton Cultural Centre the Sunday before the hanging date.

Frames, if used, *must be in good condition*. All work must be compatible with the current hanging system. The gallery manager reserves the right to refuse works that they feel are unsuitable to be shown.

All artwork must be originals with the exception of photography. No giclee prints to be hung on walls. Artists are welcome to sell prints/giclee of their work only while they are present in the gallery. However, art cards and small prints (5" x 7") can be left with the office staff to sell during the duration of the exhibition.

If any specialized equipment is needed for displays the artist must supply it. Artists must inform the curator of the special equipment well in advance of their exhibition month.

Paintings must be for sale, unless it is agreed by the Gallery Manager for special circumstances.

All works remain in the exhibit during the show, except for unusual circumstance.

A guest book is kept in the gallery and copies of the comments are given to the artists at the end of the show (*please do not bring your own*). Business cards and brochures are welcome.

Items needed for your exhibit besides your art:

- Submit inventory sheets to ACS by email (no hand written inventory sheets). Please send in the following format: first line - the title, second line – artist's name, and third line - medium and price. This way we are able to cut and paste the information and print them on clear labels. Or if you prefer.
- For the website ArtSpot and Spotlight magazine please send in 3-5 featured images at minimum 300DPI. Each picture should have the name, size, price, and medium in the file name.
- White "Sticky" Tack only to attach anything to the walls (NO tape or glue permitted).

Advertising

Advertising will be the responsibility of the artist. Contact information for the local newspapers:

The Now & Leader – tom.zillich@surreynowleader.com Attn: Tom Zillich
The Peace Arch News – arts@peacearchnews.com Attn: Alex Browne

SPOTLIGHT MAGAZINE CENTER SPREAD: The artist's show is placed center spread in *Spotlight on the Arts* magazine at no charge to the artists. Artists must supply a short article about their art, pictures of their work, and a head shot (all photos must be high resolution-print quality)

Send to: info@artscouncilofsurrey.ca Subject line: Spotlight - Gallery information – your name.

The **deadline** to submit this information is as “**soon as possible**” but no later than **8 weeks** prior to your show date. This is extremely important for getting your show advertised in the magazine.

ACS will also send out an e-Gallery newsletter a week before the Artist Reception, as well as putting the event on our Facebook page and tweeting about the Artist Reception on that day.

Finances

A \$50 damage deposit is required per artist or one deposit per artists group and will be returned to the artist at the end of the show unless damage has been shown to be the fault of the artist or negligence on the part of the artist or their assistants.

ACS requires that when an artist sells an artwork during the exhibit, or as a direct result of the display, a 25% commission be paid to the Arts Council of Surrey. Please ensure prices on artwork to be sold reflect the commission and applicable taxes.

All Visa or Master Card sales will be charged an additional fee equal to the fee charge by the Credit Card company (3% of total sale). All sales of displayed art will be handled by ACS or their agents and will be processed in the NCC office.

All card or print sales will be handled by the NCC office. Artists are welcome to leave art cards and small prints (5" x 7") with the office staff during the duration of the exhibition.

Artist Reception

All artists are encouraged to host an opening reception. The reception is booked for the second Saturday afternoon (1-3pm) after the hanging of the exhibition. Artists are responsible for any finger foods and beverages other than coffee and tea (no alcohol).

ACS will provide coffee/tea, sugar, cream and cups for the opening reception. All clean-up of the reception and show is the responsibility of the artist(s).

Gallery Sitting

Artists are welcome to create (no oils or encaustic) in the gallery during their show, especially during special events. ACS will inform the artist of any events happening within the exhibition month. Artists are encouraged to hold talks, demonstrations and if possible classes during the show. Artists must pay a rental fee to hold a class at the Newton Cultural Centre. If you are interested in holding a class please contact the NCC office.

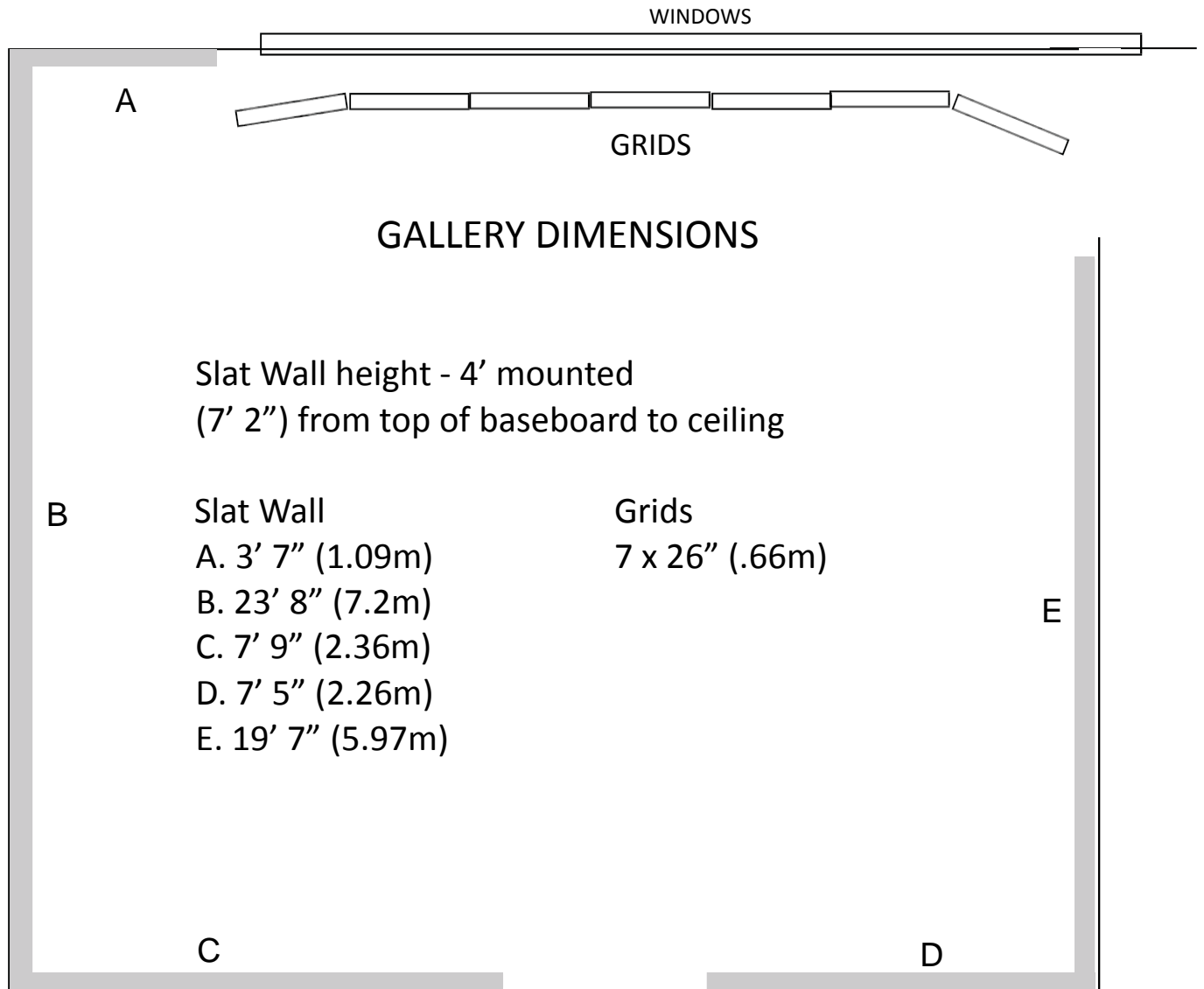
The gallery is open from 10:00 am to 3:30 pm Tuesday – Sunday.

Artist's Signature: _____ Date: _____

Coordinator's Signature: _____ Date: _____

NEWTON CULTURAL CENTRE GALLERY

13530 - 72 Avenue, Surrey, BC V3W 2P1 * 604-594-2700
artscouncilofsurrey.ca * info@artscouncilofsurrey.ca



The Gallery at Newton Cultural Centre has 5 sections of slat wall and one wall made up of 7 - 26" grids joined together.

It is suggested the artist comes to Newton Cultural to get a feel for the actual gallery space.