



# Arts Council of Surrey Gallery 2024 Request for an Art Exhibition

## Part 1

Contact Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

**Attention:** Individuals/groups must be current members of the Arts Council of Surrey to request an exhibit. Please apply for membership before proceeding with this application. A membership application form is included in this package. A monthly copy of the Spotlight on the Arts 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 for non-residents of Surrey. (Non-voting)
- **Individual membership:** \$30 for residents of Surrey.
- **Group membership:** \$40 for any group size.
- **Group Grant Eligible membership:** \$55 for any group size.
- **Business Membership:** \$60

*\*TAX is included. Payment may be made by cash, Visa/Mastercard, debit, or cheque to the Arts Council of Surrey.*

## Part 2

The gallery committee plans its monthly shows annually in October.  
All information/Applications to be in by **September 30<sup>th</sup> 2023**

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

January \_\_\_ February \_\_\_ March \_\_\_ May \_\_\_ June \_\_\_ July \_\_\_

August \_\_\_ September \_\_\_ October \_\_\_ November \_\_\_

Proposed title or theme of the show: \_\_\_\_\_

Indicate the medium(s) of your artwork: \_\_\_\_\_

- I have enough artwork to fill the entire gallery.
- I have enough artwork to fill half of the gallery. (I consent to being paired with another artist.)
- I am submitting this application as a group that can collectively fill the gallery space.

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](mailto:info@artscouncilofsurrey.ca) (Subject line: Request to Exhibit)

Artist's Signature: \_\_\_\_\_ Date \_\_\_\_\_



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## Artist's Agreement

I authorize the Arts Council of Surrey to display the artwork listed on the Artist's Inventory List that will be supplied 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 **no later than 45 days before the show**, 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 are expected to 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 will be available to aid in the hanging of the exhibition. Artists are required to be available on the date of artwork hanging; in the case of an emergency arrangements can be made to drop off artworks at the Newton Cultural Centre prior to the hanging date.

Frames, if used, *must be in good condition*. All work must have appropriate hanging wires and be compatible with the current hanging system. White "Sticky" Tack is the only thing allowed to attach other things to the walls (NO tape or glue permitted). The gallery manager reserves the right to refuse works that they feel are unsuitable for the ACS gallery 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 and art cards only while present in the gallery.

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

Artists are welcome to have their artwork for sale for the duration of their exhibition, however if the pieces are not for sale they need to be labeled "NFS". See the finance section on page 3 for art sale information.

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 book*). Business cards and brochures are welcome.

### Items Needed for your Exhibit:

- Inventory sheets, submitted to ACS by email (no hand written inventory sheets). Please send your information at least 1 week prior to show in the following format:  
First line - the title, second line - artist's name, third line - medium and price.  
This is to help assist staff in the production of art labels.
- For the website ArtSpot and Spotlight magazine please send in 3-5 featured images **at least 8 weeks prior to your show**. Send your files in JPG (jpeg) format at minimum 300DPI and 5" x 7" or 1500 x 2100 pixels (If your image has different dimension, make sure the smallest edge is 5" or 1500 pixels). Each picture should have the artist name, title, medium, size, and price in the file name: e.g. "**John\_Smith-Untitled-Acrylic\_on\_canvas-11x17-\$300.jpg**"



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## 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, a photo of the artist is optional (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 no later than **8 weeks** prior to your show date. This is extremely important for getting your show advertised in the magazine. See "Items needed for your Exhibit" for image dimensions.

The ACS will feature you on Instagram, however artists are responsible for promoting themselves across their own social media channels. Artists are encouraged to submit a poster to be included in the Art About Town e-newsletter at least one month prior to their show.

## Finances

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 sales of displayed art will be handled by ACS or their agents and will be processed in the NCC office.

## Artist Reception

All artists are invited to host an opening reception. The reception is typically booked for the second Saturday afternoon of the month (1-3pm) after the hanging of the exhibition. Artists are responsible for any finger foods and beverages other than coffee and tea.

No alcohol or intoxicants are permitted on the premises.

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 during open hours (no oils or encaustic) in the gallery during their show, especially during special events. 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 outside of regular business hours. If you are interested in holding a class please contact the NCC office. ACS must be contacted prior to any gallery sitting/ artist event.

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

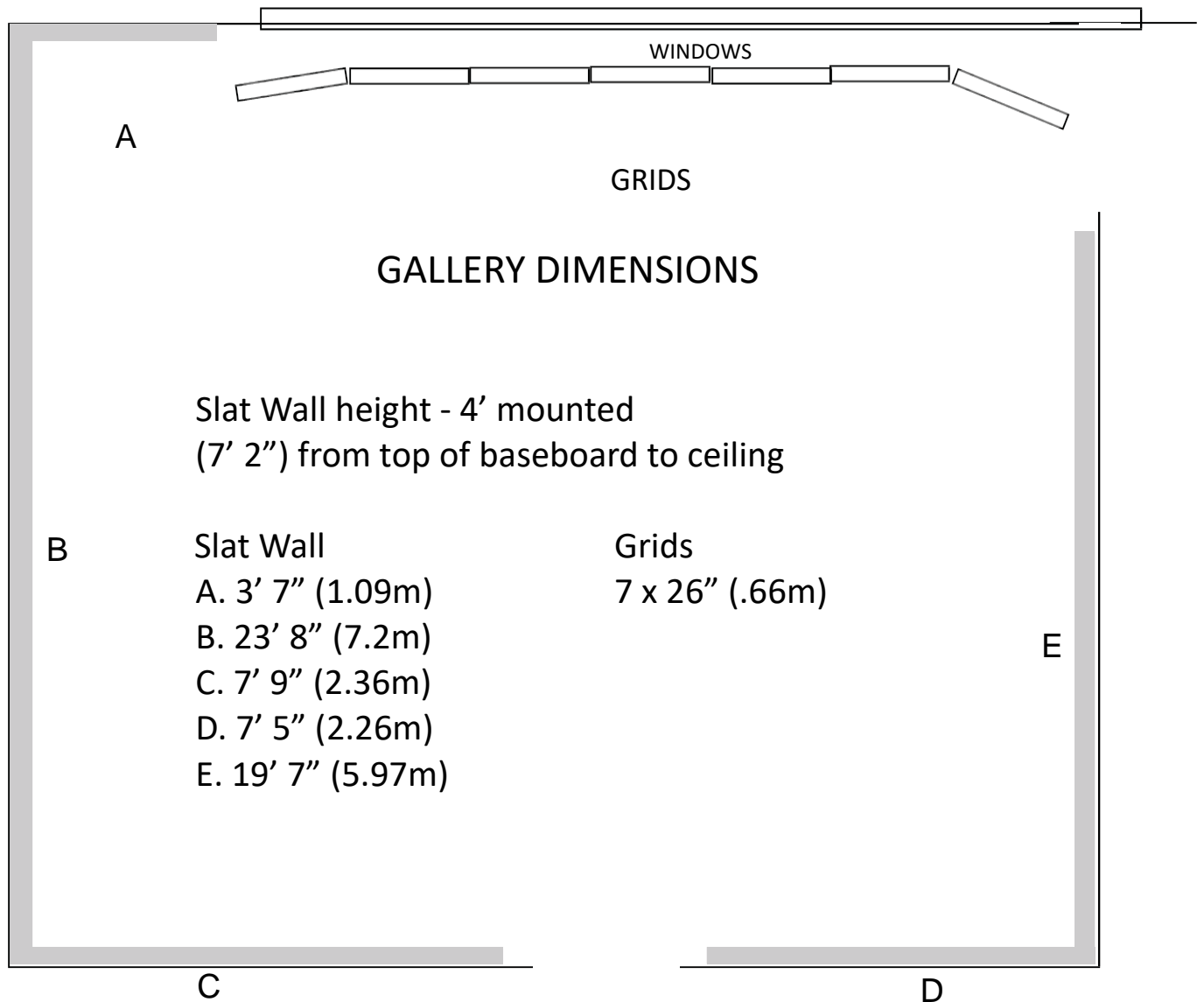
Artist's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## NEWTON CULTURAL CENTRE GALLERY

13530 - 72 Avenue, Surrey, BC V3W 2P1 | 604-594-2700



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.