

BLUE MOUNTAIN FOUNDATION FOR THE ARTS CURATOR'S EXHIBITION APPLICATION FORM

Before completing this application, please read the EXHIBITION PROGRAM TERMS AND CONDITIONS.

CHECKLIST

- 1. Application form – completed and signed.
- 2. Curriculum Vitae – Summarize your curatorial training and experience.
- 3. Exhibition Description and Budget
- 4. 10-15 jpegs on a CD or other documentation of the work to be included in the show, and a corresponding list identifying the title, medium, dimensions and date of each work.
- 5. Curator's Statement
- 6. Stamped, self addressed envelope for the return of your support materials.

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Website: _____

Exhibition Description and Budget

The Description should include a suggested title of your exhibition, (This title may be amended up to the time it is required for printing the invitation or other promotional materials). It should also include a synopsis of the exhibition, and a suggested operational timeline.

Indicate whether the accompanying images (CD or slide image list) are images you are proposing for exhibition, or they are representative images only.

The Budget should include a detailed analysis of all costs associated with the show. Please identify funding opportunities or sponsorship possibilities you are currently aware of.

Curator's Statement

Describe the concept, or theme of the work

Detail your capacity to execute the exhibition

Provide information about how the work pertains to the mission and vision of the BMFA.

Identify any special equipment or other requirements you may need that may become an impediment to presenting this proposed exhibition. Include details of any supplementary public programs or presentations. We encourage curator's to also propose additional artist talks, panel discussions, or workshops geared toward engaging the general public.

I have read and understand all the Terms and Conditions relevant to application to this program.

Applicant's Signature

Date



ARTS CENTRE

163 Hurontario Street
Collingwood, ON
705.445.3430 • www.bmfa.on.ca

Exhibition Program Terms and Conditions

General

1. Applying artists are required to complete a formal submission process forwarded to the Exhibition Committee.
2. The Exhibition Committee will elect a Project Manager or a Curator, depending on the exhibition type, for each monthly show.
3. The Manager/Curator of each exhibition works directly with the artist(s) after an Exhibition Contract is signed.
4. The Exhibition Committee (EXC) will meet in September of each year to select and schedule exhibitions.
5. Exhibitions will not be scheduled more than two years in advance.
6. Exhibitions with potential safety concerns may or may not be scheduled.
7. Exhibitions with issues regarding subject matter may or may not be scheduled.
8. Exhibition scheduling will reflect a diversity of subjects and media
9. All exhibitions will comply with the Exhibition Committee Rules and Gallery Standards documents.

Evaluation

1. Work must be the same or similar to work presented for adjudication to the Exhibition Committee panel.
2. Individual artists will only be able to have a solo or small group (2-4 artists) exhibition once every two years.
3. Large groups or guilds will only be able to exhibit once every two years.
4. The amount of work included in the proposal must be appropriate for the exhibition space.
5. The decision of the Exhibition Committee is final.

Contracts

1. The Exhibition Committee selections will be confirmed in writing.
2. The artist(s) and/or Curator will receive 1) written confirmation of selection, 2) an Exhibition Contract and 3) a timeline of important dates relevant to the exhibition.
3. The Exhibition Contract will specify dates for 1) return of a signed contract, 2) inventory list and publicity information, 3) delivery and setup, 4) opening reception, and 5) closing and takedown.
4. The Exhibition Contract requires two sets of signatures: 1) the artist and 2) the Exhibition Committee Chair.
5. Each artist exhibiting in a group or guild exhibition must sign a copy of the Exhibition Contract.
6. Once the Exhibition Contract is signed, the Project Manager/ Curator will then work directly with the artist(s).
7. One artist in a large group or guild exhibition will act as the primary contact with the Project Manager/Curator in producing the exhibition.
8. All Exhibition Contracts will be sent, signed and filed by Administration. Follow up and management of contracts is the responsibility of the Project Manager/ Curator.

Management

1. The Project Manager /Curator will be in charge of publicity for their exhibition and work directly with the artist(s).
2. The Project Manager will receive the artist(s) inventory list in the specified format no later than two weeks before the show opening. Publicity information will be received by the deadline specified in the contract.
3. The Exhibition Committee reserves the right to cancel the exhibition if the contract deadline dates are not met.
4. Rental opportunity artist(s) will deal directly with Admin.
5. The Project Manager Curator will work with the artist(s) for delivery and be available to assist with set-up.
6. Delivery and setup must be completed by the date specified in the contract: no later than 1 day before the exhibition opens.
7. This will always be a Tuesday.
8. Should the set-up date not be met the Exhibition committee reserves the right to cancel the exhibition.
9. The Project Manager/ Curator and their subcommittee will be available to assist with takedown.
10. Artwork left for longer than three months will become the property of the BMFA, unless alternate arrangements have been made and confirmed in writing.

Receptions

1. The artist(s) should be present at the opening reception.
2. The Exhibition committee Project Manager/Curator will be responsible for hosting and providing refreshments at the opening reception. In the case of rentals, no reception is provided.

Sales and Commissions

1. A 20 % commission will be retained by the BMFA on all sold works.
2. Renters do not pay a commission fee.
3. Sold work will remain in the gallery for the duration of the show. Exceptions can be made.