

# BLUE MOUNTAIN FOUNDATION FOR THE ARTS EXHIBITION PROPOSAL FORM

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Please use this form if you have a great idea for an exhibition that you would like to see at the BMFA!  
Try and fill out as much information as you can about your idea.  
The Exhibition Committee will review your proposal, and may contact you for further information.  
Fill in the Applicant Information, enclose all required items from the Checklist and send or drop off the application package to the Blue Mountain Foundation for the Art, 163 Hurontario St. Collingwood, ON L9Y 4E8.

## CHECKLIST

- 1. Exhibition Proposal Form
- 2. Description of Exhibition Idea
- 3. Samples of artists work, if applicable.

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Are you an Artist involved in the project idea?  Y  N      Would you volunteer to assist with the show?  Y  N

Identify the suggested Exhibition Title, if any. \_\_\_\_\_

Describe your idea in 60-70 words, highlighting what is unique about the exhibition proposal and how it fits the mandate of the BMFA on a separate piece of paper, and attach to this application.

Is there a specific month you would like to see this exhibition occur in?  Y  N If yes, which? \_\_\_\_\_

On a separate sheet of a paper, please list websites of any artists that might be involved, or attach samples of their work (photographs, promotional materials, etc).

Please also list any special costs associated with this proposal. (Please identify only those costs that would go beyond the normal expenses the BMFA would incur to launch an exhibition.)

I have read and understand all the Terms and Conditions, as well as the program requirements explained in the program guidelines.

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Applicant's Signature

Date



## ARTS CENTRE

163 Hurontario Street  
Collingwood, ON  
705.445.3430 • [www.bmfa.on.ca](http://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.