



Exhibition Request Form

Name_____

Phone _____ cell/business_____

Address_____

City_____

Postal Code_____

e-mail_____

web site_____

Please include with your application:

- A complete ARTIST'S STATEMENT
- An ARTIST BIO/ RESUME including education and past exhibitions.
- EXHIBIT PROPOSAL

Theme: _____

Title: _____

Preferred dates: _____

Approximate # of works: _____

- EXAMPLES OF EXHIBITION ART WORK-5 to 10 pieces per exhibiting artist–prints-CD- web site.
- COMPREHENSIVE DESCRIPTION OF 5 IMAGES + TITLE, DATES, MEDIUM, SIZE AND PRICE.

Once the Exhibit Committee has reviewed your application, you will be informed.

Please send your completed application to:

The Gibson Gallery
140 Richmond Street
Amherstburg, ON N9V 1G4
519-736-2826
Attention: EXHIBITS
Email: office@gibsongallery.org

Date received:



Gibson Gallery- Exhibition Information

The Gibson Gallery/ The Fort Malden Guild of Arts and Crafts is a non-profit, charitable organization. It is the sole owner of this historical, Michigan Central Railway Station circa 1896. The Gallery gives local artists and artisans an opportunity to showcase their works in an aesthetically pleasing, heritage site with security controls. This beautiful building is open free to the public 11:00am-5:00pm, Thursday through Sunday. In June, days open extend to all but Mondays. From July through August, we are open seven days a week. Mid December we close until the first of March.

The gallery hosts approximately 10 exhibits per year and generally, six blocks of time annually are made available for artists' bookings, each being 4 weeks in length. Please be aware that the Gallery is a multi-use building and as a result, there may be other groups utilizing the gallery room during your exhibit block.

These shows are a collaborative event between the artist and the Gibson Gallery.

- In lieu of regular gallery fees, we are asking for exhibitors to purchase an annual membership. (\$25 due in March)
- 20% commission and fees paid for credit transactions will be deducted from sales. Cheques will be issued at the close of the exhibit.

The fees charged will be used to off-set and/or defer the associated costs of holding an exhibit:

- Website and social media exposure
- Paid advertisement in the local Amherstburg newspaper
- Public service announcements, eq. Art Notes
- Listing on the annual exhibit calendar
- Membership e- mailings
- Gibson Gallery utilities
- Supervision and security of exhibit materials
- Staffing of Gallery and promotion of exhibitors works of art
- Recording and handling of sales information

As an exhibiting artist, the following is a summary of some of your responsibilities in renting the Gibson Gallery space:

- Collection and remittance of applicable taxes
- Insurance-artwork is not insured by the Gibson Gallery during shipment or while on exhibit at the gallery
- Creation of exhibition invitation
- 'personal mailing' of invitations
- Promotion of exhibit in professional contacts and social media, ie. Facebook, emails
- Provision of:
 - A consolidated title/price/inventory list of the exhibit
 - (2"x3" cards) title cards including-title-date-medium-size-price
 - An 8 ½ x 11" short bio
- Hanging/set-up and take down. Works must be hand-delivered or shipped by the artist within the given time frame
- All wall pieces must be wired and ready for hanging. All other work must be ready to be installed. Sculptures must be able to sit sturdy on pedestal or floor

Reception (optional)

- to be arranged by the exhibiting artist
- Artist is required to attend the entire reception, if having one
- If liquor is served, a special occasion permit MUST be obtained and posted and an individual with "smart serve" certification be present to serve
- The artist will be introduced and given the option to speak to their work

The Gibson Gallery, employees and volunteers are not responsible for any loss or damage to the artwork.

I agree to the above terms.

Signature _____ Date _____

The Gibson Gallery commits to promote each exhibition.