



# Exhibition Request Form

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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

Date received:



## Gibson Gallery- Exhibition Information

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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 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 Gibson Gallery is a multi-use building. The gallery space is shared with the Artisan Shoppe and 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.

- Low season fees - \$200 (March-May and September-November)
- High Season fees - \$270 (June through August)
- 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:

- To hold your exhibit block time, a **60% non-refundable deposit is due within 14 days of booking**
- Remainder of fees are due on set-up day
- 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-subject to approval by the exhibition committee)

- to be arranged by the exhibiting artist
- 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.