

Charlotte Glencross Gallery and Penny Gallery - Exhibition Submission -

Submissions are reviewed on a rolling basis throughout the year. The Charlotte Street Arts Centre is happy to receive applications at any time, they will be reviewed the next time that the Exhibition Committee meets. It may take time to hear back about your application.

Exhibitions are selected by a panel of respected artists, art enthusiasts, and art educators who are knowledgeable in the disciplines involved. In choosing exhibitions, the Charlotte Street Arts Centre will strive to reflect its mandate: integrating the arts and the community by encouraging the development of excellence in the arts.

The **Penny Gallery** gives preference to showcase work created by youth and emerging artist. Individual or group exhibitions accepted and encouraged!

Information on the Applicant

Name(s) _____

Address _____

Age _____

Email _____

Telephone _____

Requirements Checklist

- CV (PDF or Word)
- Artist statement about the work and what is trying to be achieved (One Page Max in PDF or Word.)
- Proposal for the body of work you would like to display in the gallery. Please be as specific to the unique nature of our gallery – see charlottestreetarts.ca for a visual aid.

- Minimum 10 samples of work as images sent by email, with an accompanying numbered image list detailing title, media and dimensions. Total submission package must not exceed 8GB in JPEG.
- Upon selection for exhibition, read, agree to and sign Artist Agreement.

Must be submitted electronically to:

exhibitions@charlottestreetarts.ca

Subject: Penny Gallery Submission OR Glencross Gallery Submission

**Please include all attachments as PDFs or JPEGs according to the specifications.*

For your information: **Artist Agreement**
(To be signed if chosen for an exhibition)

Artist Agreement

Purchase

If the Artist wishes to sell their work, it is the responsibility of the artist to arrange the delivery and/or pick up of said piece (s). Charlotte Street Arts Centre (CSAC) can help facilitate taking money during office hours, but ultimately it is the duty of the artist.

Delivery, Installation and Pickup

All pieces of art work will be labelled and priced on the back of each work. Please send artwork titles, dimensions, medium and prices to exhibitions@charlottestreetarts.ca at least 4 weeks prior to the exhibit opening for tag display.

If you are HST registered, please indicate your price + hst. The exhibition committee is made up of volunteers that include professional artists who do their best to provide the best experience. However, it is strongly encouraged that you can be available for the installation of your exhibit. If you can bring friends to help us hang the exhibit, the more hands the better. It's a team effort!

Artists are responsible for delivering their work to the Centre, ready for hanging, drop offs need to be during the regular office hours 9am – 1:30pm, Monday- Friday, or at another mutually agreed upon time. Artists are responsible for removing/collecting artwork within 24 hours at the end of the exhibition period, unless other arrangements are specifically made. Any delivery of sold pieces is the responsibility of the artist.

General Display Policies

Work displayed must be that which was accepted/approved by the exhibition committee. All work must remain on display during the entire time of the exhibition period. If circumstances dictate an artwork needing to leave the exhibit, the work needs to be replaced by an approved piece. The pieces must be original or credited to the appropriate contributors.

Liability

The Charlotte Street Arts Centre carries basic insurance, which will provide up to \$10,000 coverage with a \$2500 deductible on appraised work. Value of works is subject to assessment. Any insurance beyond this amount is the responsibility of the artist(s). Packing, transportation of and handling expenses and risk of loss or damage incurred in the delivery of artworks from the artist to the gallery, and in their return to the artist, shall be the responsibility of the artist. A list with photos and descriptions must be submitted to insurance 4 weeks prior to the opening to be insured.

Opening

The Charlotte Street Arts Centre will cover the cost of a modest exhibit opening and we encourage artist to present their works at the night of the opening. Please let us know if there are any dietary or cultural restrictions for food. Any additional food purchased by the artist must meet public health and safety requirements for public consumption. Any purchase of liquor must go through the Centre's liquor licensing requirements.

Right to Refuse

The Centre reserves the right to refuse, or remove from display, any work it considers inconsistent with previously accepted or agreed upon work. The Centre also reserves the right to remove any work that is considered inappropriate for the space.

Photographic and Promotional Rights

CSAC reserves the right to photograph and/or have photographed any or all works of art for promotional or record-keeping purposes. CSAC has the right to publish the name, likeness and biography of the artist and to reproduce and distribute material incorporating photographs of the artist's works in order to promote the exhibition, sales and the artwork.

Publicity

The CSAC will choose a photo from the list that was provided in advance for insurance purposes and/or template for labels. Please let us know if you have a preference and we will do our best to accommodate your preferences. CSAC will send out media releases, place notices in our Newsletter, the Fredericton Arts Alliance Arts News, and on our website and social media outlets to promote the exhibit. CSAC will arrange/design posters for each exhibition. Invitations are the responsibility of the exhibitor, and must display the Charlotte Street Arts Centre branding and logo, meeting approval by the CSAC administration *before distribution*.

Artists will submit an artist statement at least four weeks in advance to exhibitions@charlottestreetarts.ca so that appropriate publicity can be arranged.

By signing below, I agree and accept the terms outlined in the Artist Agreement.

Date:

Artist Signature:

CSAC witness: _____

Fredericton Arts and Learning Inc.

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