



GUIDELINES FOR DISPLAY at the Rotary Centre for the Arts

1. Community arts groups and individuals who are eligible Exhibitors are defined as follows:
 - a. All Exhibitors must be members of KVPACS (registered non-profit groups may purchase one membership for their group)
 - b. Non-profit groups, such as palette clubs and watercolour groups
 - c. Public and independent schools
 - d. Other non-profit, charitable organizations that promote the visual arts and artists
 - e. Individuals and groups are invited to submit and will be considered
2. All Exhibitors must complete and return an exhibition form. Application may be made at any time to the RCA.
3. There is no hanging fee to exhibit at the RCA; any works sold while on exhibit are subject to a commission charge of 15%. Exhibitors are responsible for their own GST. The RCA does not charge GST on the commission. All sales will be handled through the front desk. Out of town buyers will be permitted to take artwork with them at time of purchase. Failure to install or take down exhibit on the assigned days will result in a fee of \$50 per day.
4. The final decision of work that will hang in the Galleria lies with the General Manager of the Rotary Centre for the Arts.
5. Exhibitors are responsible for insuring their works for fire, theft and destruction. The RCA will not be responsible for damaged or stolen works. } → *Initial as read*
6. Work must be suitably framed, pre-wired and ready for display. Each piece in an exhibition must be clearly identified and labeled on the reverse with the artists' name and contact information. Each piece must be labeled for sale and labeled with price.
8. Groups, individual artists and studio tenants will be limited to one exhibition in two years. Exceptions may be made to this policy by the General Manager where appropriate.
9. Exhibitions are normally one month in length. RCA staff will assign specific dates for installation and removal, in consultation with the exhibitors. Exhibitors who do not make appropriate use of the time/space will not be eligible for future exhibition opportunities.
10. Exhibitors must be prepared to install and remove their own exhibitions with some assistance from RCA staff. Exhibitors should have the necessary equipment, although the RCA will provide a ladder. Exhibitors must remove all packing and other materials from the building after installation and removal of exhibitions. The RCA has no storage space.
11. Openings: Exhibitors will supply any material needed for openings. The RCA Bistro has the right of first refusal for catering and exclusive rights to all beverage service. Outside food is not allowed unless approved by the General Manager of the RCA.
12. The RCA will assist in promoting exhibitions through its regular media promotions.
13. Work exhibited must be priced for sale. Exhibitors must provide an inventory list and other information that can be left at the front desk.
14. Exhibitors may make themselves available to the public during operating hours.



Studio Hallway Exhibits

1. Studio hallways are reserved for resident artists.

Galleria - an open exhibition space available primarily for community arts groups and artists who do not have the opportunity to exhibit in public or commercial galleries. The space is approximately **100 ft x 12 ft.** with a very high ceiling, six skylights and limited spot lighting. Two-dimensional works can be hung from chains attached to an upper rail system, or with nails from the lower hanging rail. There is limited space for three-dimensional or multimedia work.

Mezzanine - located upstairs and perfect for small exhibitions. It's open concept allows for plenty of light from the Atrium, as well as from spot lighting. Two-dimensional works are hung from chains attached to an upper rail system.

South Atrium - floor to ceiling windows and a truly distinctive space. Two-dimensional works are hung from chains on the pillars as well as the west-facing wall.

Display Cases - can be seen from the South Atrium as well as the dance studio hallway. They are securely locked and are perfect for three-dimensional works or small to medium sized two-dimensional pieces.

APPLICATION TO EXHIBIT

Galleria **Mezzanine** **Display Cases** **Atrium Pillars** **Pacific Safety Products Boardroom**

Name of Exhibitor: _____

Contact person (if different from above): _____

Address: _____

City: _____ Postal code: _____ Phone: _____

Cell: _____ E-mail: _____

Status (student, non-profit society, school etc): _____

Society's number (must be provided for non-profit groups): _____

Portfolio included: yes _____ no _____, or available on internet at _____

- Number of works submitted _____ (provide through email: a list of titles, sizes and mediums)
- Brief bio or organization mandate: (provide through email)
- Artistic statement: (provide through email)

Please email bulleted items to info@rotarycentreforthearts.com two weeks prior to exhibit start.

Equipment or assistance required for installation: _____

Preferred dates: _____

Opening Reception (Limited to 4 hours of free space approved by RCA staff. Additional usage will be billed at the appropriate hourly rate)

I/we have received a copy of the **VISUAL ARTS POLICY** and understand and accept it.

Signature: _____ Date: _____

PLEASE NOTE: Exhibitors will be limited to one exhibition every two years.

SUBMIT COMPLETED APPLICATION

in person to the Rotary Centre for the Arts information desk OR email info@rotarycentreforthearts.com

OFFICE USE:

Is a KVPACS member _____ Install Date: _____ Tear-down Date: _____

Notes: _____