

# EXHIBIT APPLICATION

**DEADLINE FOR SUMMER 2016 & FALL/WINTER 2016-17: January 29<sup>th</sup>, 2016 by 5 p.m.**

*\*This document is available in an alternative format upon request. Please email [galleries@humber.ca](mailto:galleries@humber.ca) for more information.*

Contact name:

Phone/Ext:

Email:

Alternative contact name:

Phone/Ext:

Email:

I want to have an exhibition at:

**North Space Gallery, North Campus Learning Resource Centre**  
*(Please note that applications for the North Space Gallery must be for any date **after October 3<sup>rd</sup>, 2016** while the space undergoes renovations to accommodate more digital technologies.)*

**L Space Gallery, Lakeshore Campus Room L1002**

School/program/class/group name:

Name of exhibition:

Detailed description of exhibition (3-5 sentences; include the purpose of the exhibition and your desired outcomes, as well as images or other applicable media if possible). Any content which may be considered sensitive should be identified within this description:

How is this exhibition related to student learning and Humber College's Strategic Plan?

Preferred dates for exhibition (include start and end date; note that exhibitions usually run for 3 to 5 weeks):

Preferred date/time for reception/event(s) (if applicable):

Describe your target audience(s) and any particular groups/classes you're looking to engage with your exhibition:

# TERMS & CONDITIONS

## ELIGIBILITY

Humber classes, programs, departments, and student groups that have an academic advisor are eligible to apply. Community organizations and industry partners are also eligible and will be reviewed on a case-by-case basis with an academic, departmental or student group sponsor. If there is any question about eligibility please contact the Curator.

## SCHEDULE

Exhibitions are scheduled for various intervals depending on demand for the Gallery space. Exhibition periods can range from 3 to 5 weeks. Exhibition periods may be adjusted during the review process and any modifications will be discussed with the main contact identified on the booking form.

## DEADLINE

The applications for the Summer 2016 semester and the Fall and Winter 2016-2017 semesters will be due on January 29<sup>th</sup> 2016 at 5 p.m. The call for exhibitions will be reviewed annually. The exhibition application call will be posted on Humber's internal communiqué at least one month in advance of the deadline.

## PROCESS

The Gallery Committee reviews all applications and determines an exhibition schedule that reflects the Humber Galleries mission and priorities. Both Summer and Fall/Winter semester applicants will be notified of the schedule by February 29<sup>th</sup>, 2016.

## CREATIVE CONTROL

All exhibition applicants are responsible for the content of the exhibition. The Curator is a resource that interested groups are encouraged to meet with for help with developing themes, layout, quality exhibition practices, teaching guides, learning resources, etc. Any content, which may be considered sensitive, should be identified within the exhibition application in detail.

## INSTALL

Groups are responsible for ensuring that their work is exhibition-ready (framed, wired and compatible with the spaces requirements (i.e.. L Space Gallery's wire and track hanging system or cork board system or North Space Gallery's digital projection system). Groups must assist in hanging and taking down their own exhibition during open hours (Monday to Friday 10 a.m. to 5 p.m.) on a date and time prearranged with gallery staff. Groups must prepare and supply their own labels and hanging materials if required by the space. Templates can be supplied, if requested. All associated costs, facilities and IT requirements associated with the exhibition are the responsibility of the exhibiting group or event.

## HOURS

Regular gallery hours are Monday - Friday from 10 a.m. - 5 p.m. Any alternative hours should be specified in the application form and will be reviewed on a case-by-case basis, fees may apply.

## RECEPTION/ EVENT(S)

A reception/event(s) can be scheduled in consultation with staff. Any catering is the responsibility of the participating group and should be done through Chartwell's, Humber's catering company. All associated costs, facilities and IT requirements associated with a reception are the responsibility of the exhibiting group or event.

## MARKETING

Humber Galleries will include the exhibition information on its website, in Gallery communications, through Humber marketing channels and on our social media. Exhibiting groups are responsible for any additional marketing efforts and costs. The Gallery will cover the cost of one printed 22 x 28 inch poster that will go in the Gallery's sign holder (A full marketing sheet with file formats and sizes will be provided to each group, upon exhibition approval). All other printed materials are the responsibility of the exhibiting group. Printed materials must include the Gallery logo that is specific to the particular gallery the exhibition is taking place in, which will be provided to each exhibiting group and be pre-approved by the Curator. Marketing material should be given to the Gallery no later than 6 weeks in advance of the group's exhibition period.

## FEES

Neither the Gallery nor Humber will play any role in the sale of artworks unless there are particular atypical circumstances, which will be reviewed on a case-by-case basis by the committee and agreed upon by both parties before the exhibition period.

Any costs associated with the exhibition are the sole responsibility of the exhibiting group. The Curator is available to work with exhibiting groups to help develop a budget for the costs associated with the exhibition.

The Gallery will cover the costs for staff to assist for 5 hours for each installation and de-installation date, with 3 hours for the reception. Extra hours will be charges at an hourly rate of \$25. All additional charges will be agreed upon during the exhibition planning process and invoiced at the end of the exhibition period.

## LIABILITY

Humber Galleries has the right to refuse any exhibition content that cannot be displayed safely in the space. While all due care will be taken with all exhibition content in the gallery spaces, Humber Galleries does not assume liability for loss or damage of exhibition content, however caused. If works are being sold in the space, the gallery staff will not handle any transaction. Alternative measures will be determined and agreed upon by the exhibiting group and the Gallery before the start of the exhibition. For work that is being sold and includes the face of a real person, you must have a photo release agreement with the model, which includes their approval for the distribution and sale of materials.

**I have read and agree to the gallery terms and conditions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*Incomplete applications will not be considered.*

Please contact Humber Galleries prior to submission to clarify the information required.

Email your completed application form to:  
**Humber Galleries: [galleries@humber.ca](mailto:galleries@humber.ca)**

or

**Submit Form**