



PUBLIC ART EXHIBITION APPLICATION AND AGREEMENT

Thompson Community Association's Art Committee oversees displays of local art in the Community Centre's Main Hall, at 5151 Granville Avenue in Richmond. These displays are usually monthly but may be shorter in duration, as determined by the Art Committee.

Exhibit Applications will be adjudicated by the Art Committee according to criteria that includes professionalism, local interest, history and the Community Association's objectives. Artwork is mounted on a hanging gallery system and works not suitable for such display may be declined.

Artists interested in presenting their artwork must complete and sign the Application Form on the last page of this document, and send this, as an attachment (PDF or Word Doc) to: thompson@richmond.ca. Questions about our process can be emailed to this address.

Section A -Terms and Conditions

Please check each box below to verify you have read thoroughly

WORKS TO BE DISPLAYED:

- All exhibits are for community display and must be suitable for presentation to people of all ages.
- Thompson Community Association or the Art Committee accepts and adjudicates Applications annually. The Association reserves the right to decline any Application and to refuse or remove any exhibit or piece of exhibit deemed unsuitable.
- All exhibit pieces must be brought to the Community Centre ready for installation, as no preparation nor storage space is available. The Art Committee will refuse to hang artwork that is inadequately mounted for proper installation.
- Exhibits must be removed from display on or by the end of exhibit date and removed from the building once taken down.
- Neither Thompson Community Association nor the City of Richmond bears responsibility or liability for any damage or loss incurred while on display.

DISPLAY INSTRUCTIONS:

- Works should be professionally presented: in or on frames, or matted.
- All works must be hung by the exhibitor(s), at the time scheduled with an Art Committee member or centre staff on site to assist, and using the Community Centre's gallery wire and clip system. The Art Committee will determine any alterations to exhibit hanging methodology.
- Each show is to be accompanied by one framed sign (up to 8.5"x11"), identifying the artist/group, thematic description and/or purpose of the group and beginning and end dates of the exhibit. This signage will be hung in the same manner as the artwork.
- Labels of the work may be mounted to the framed /hung piece and should include the title, name of artist, size and medium. Contact information may be provided on the label if an item is for sale. Thompson Community Association will not handle the sale of any such works. Sold items must remain in the exhibit until the end of the showing.

HANGING THE ART

- Exhibitions are limited to 2 (two) dimensional artworks. Work must be hung with a minimum of a 4" space between each work. The bottom of the artwork or display must measure a minimum of 121.92 cm (48 inches) above the floor. Heavier frames, with glass, will be hung using two wires instead of one. The Art Committee will determine any alterations to exhibit hanging methodology.
- Removal of all exhibits will occur on (or before) the last day of the booking and within the regular opening hours of the Community Centre. Should the exhibitor(s) fail to take down the works at the appropriate time, the Thompson Community Association will remove the works. Neither the Thompson Community Association nor the City of Richmond is responsible or liable for any damage incurred in this eventuality.

Section B - Use of the Exhibitor Toolbox:

- Each exhibitor will be allowed the use of the contents of the Exhibition Toolbox, including cables and hooks for hanging (please handle with care so as not to damage the wire cable), and tape to ensure wires are hidden behind the frame or canvas. Note:
 - Unused portions of the wires should be placed behind the frames;
 - Any unneeded sliding clips should be placed behind the frame or removed.
 - There is a step ladder available at the centre to facilitate the hanging of the exhibition pieces.

**Section C
APPLICATION FORM**

Artist Name (or primary contact): _____	
Organization Name (if applicable): _____	
Phone: _____	Alternate Phone: _____
Email: _____	
Address: _____	
City: _____	Postal Code: _____
Requested Month to display: _____	
Description of Exhibit (Type, Theme, No. of Pieces, etc) Please include artist website or social media address if available:	

The Thompson Community Association is not responsible or liable for any loss of or damage to any works of art exhibited in the Thompson Community Centre, including loss due to theft, fire, vandalism, or negligent installation, for the duration of the exhibition, including during transportation to and from the Community Centre, mounting and removal. It is the sole responsibility of the Artist to obtain adequate insurance coverage to protect against any potential loss.

I have read and agree to the terms and conditions set out by the guidelines of the Thompson Community Association.

Applicant (signature)

Date

Community Centre Staff

Date

Successful applicants will be notified and presented with a booking period that is agreed upon by both the artist/artist group and the Thompson Community Association.