



THE CENTRE FOR
CREATIVE ARTS

Gallery Exhibition Proposal

Name: _____

Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell: _____

E-mail: _____

Website (if applicable): _____

Which Gallery space would you prefer?

Centre Gallery Wall Gallery

Are you a Member?

Yes No

Please include in your proposal package:

- Artist Statement: *200 words max.*
- CV: *one page max.(optional)*
- Show Statement: The ideas behind the show and the work. 200 words max.
- Show Description: Please include number and dimensions of pieces, as well as space, display and any special requirements. Up to 2 pages max.
- Images: 5 to 12 good quality images. Images may be submitted on CD, as photos or printouts or on-line on a website. Images can include photos of work to be included in show, photos of past work similar to proposed work, sketches, drawings or diagrams.

PLEASE MAKE A COPY FOR YOUR OWN RECORDS

Proposals will be kept on file for one year. If you wish to have your images returned please include a self addressed stamped envelope or arrangements can be made for pick-ups.

Yes, I would like my images returned.

I, _____, declare that the information and included support materials in this application are my own work, unless otherwise stated.

Signature: _____ Date: _____



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9904-101 Avenue Grande Prairie, AB T8V 0X8
info@creativecentre.ca www.creativecentre.ca

Centre for Creative Arts Gallery Submission Waiver

I have read and agree to the following:

1. The Centre for Creative Arts charges 25% commission on all pieces sold.
2. If the Artist wishes to sell their piece(s) they must be a member of the Centre for Creative Arts. If they only want to display their piece(s) a membership is not needed.
3. The artist is responsible for artwork transportation to and from the building.
4. If the artist has had a previous Gallery Showing at the Centre, 75% of their current submission pieces must either be new, or have not been in a past exhibits at the Centre.
5. The artist is responsible for supplying the Centre for Creative Arts with a list of works and retail value of all art.
6. If the artist would like any special considerations for their show they must get the approval of the Centre. This includes but is not limited to sponsorship, catering, advertising, charitable donations and signage.
7. The Centre staff and/or designated volunteer will install the work. For solo or small group exhibitions, the artist must be present during installation unless prior arrangements have been made with the installer.
8. A final review of the work may be conducted by Centre staff prior to installation. The Centre has the right to exclude any pieces from the show at their discretion. The Centre has final say on how all pieces will be displayed.
9. The Centre will supply title cards unless the artist has their own display cards that they wish to use, in which case we will try our best to incorporate them.
10. Each piece must be labeled and ready for display upon submission.
11. The Centre will issue commission checks at the beginning of each month for work that sells in the prior month.
12. The Centre will maintain the works in good condition.
13. Artworks will be handled with the utmost of care by the Centre, however, we cannot be held liable for any loss or damage to the works. The Centre does not insure art work, artists are encouraged to arrange for insurance on their work and to contact their insurance provider regarding exhibiting their works.

Signature of the Artist: _____

Signature of the CFCA Representative: _____

Date: _____