



596 Davis Drive Newmarket, ON L3Y2P9

***The Art Gallery at Southlake***

**Exhibition Application Process, Terms and Conditions**

Southlake is pleased to provide our patients, staff, and visitors with access to an inspirational art gallery. The purpose of The Art Gallery at Southlake is for individuals to have an enjoyable area to visit between tests, during lunch breaks, or while waiting for a loved one to receive treatment. The Gallery is also a way to promote Southlake's art vision, which is to acquire a gallery-worthy collection of artwork, and to support the arts.

**PART A**

**Application Process:**

**To be considered as an Exhibitor, please:**

- Complete the attached application form
- Provide a letter, CV, or resume that includes the following information: years of experience as an artist list of other galleries or shows where your work has been exhibited
- Provide 10 photographs (digital images preferred – jpg) of recent art work with a corresponding list that includes title, medium, size, and price for each piece of artwork.

Please return these documents using one of the following options:

<b>by email to:</b>  <b>Ms. Beth Angus</b> , Gift Shop Manager at <a href="mailto:bangus@southlakeregional.org">bangus@southlakeregional.org</a> and <b>copy Ms. Leah HE</b> , Art Volunteer at <a href="mailto:leahbridges@gmail.com">leahbridges@gmail.com</a>	<b>by dropping them off at the:</b>  Attention to <b>Ms. Beth Angus</b> . Manager, Gift Shop, Vendor Program & Vending Southlake Regional Health Centre 905-895-4521 * 2107
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*Priority to exhibit and sell works within the Gallery will be provided to artists who reside in York Region or Simcoe County. Applications will be reviewed by representatives of Southlake's Artistic Enrichment Committee. If approved, the artist will be contacted by Southlake's Art Volunteer, to discuss next steps.*

## PART B

### Information pertaining to The Art Gallery at Southlake and its administration:

**1. Size/Location of Gallery**

The Gallery consists of two display areas: 35' (L) x 4' (H) and 20' (L) x 4' (H). The Gallery is located on Level 1 of the Hospital's East Building.

**2. Length of Exhibit**

The duration of exhibit is three (3) weeks. Upon request, Southlake will consider shortening or extending the period provided it does not interfere with other scheduled Exhibitors.

**3. Security**

Although the Gallery is located in a highly visible location, and is continuously monitored by a security camera, Southlake is not responsible for any Works that may be damaged or stolen during the exhibit.

**4. Fees**

A commission fee of 30 per cent applies for each sales transaction during the exhibit. A non-refundable deposit of \$100.00 per exhibit should be included in your application. At the end of the exhibit you will be required to provide an invoice of your sales, less commission.

**5. Sales Transactions**

Southlake's Gift Shop will be responsible for sales transactions of the Works during the exhibit.

**6. Promotion**

A brief biography and/or description of the Works will be posted in the Gallery during the Exhibit. The Exhibit will also be promoted on Southlake's exterior LED sign and on its corporate website. Flyers will also be posted in all elevators and on various Communication Boards throughout the Hospital.

**7. Working Relationships**

The Exhibitor will only liaise with the Volunteer or the Manager of Corporate Communications regarding any matters that may arise before, during, or after the exhibition.

**8. Subject Matter**

Due to the sensitivities that must be considered in a hospital environment, Southlake reserves the right to refuse the display of any Works that contain obscenity, nudity, religious, brutality, mythological and/or metaphysical symbolism, or pieces that may impose a threat of physical harm to patrons.

*Please note:*

- *The display of business cards will not be permitted.*
- *Promotional materials relating to the exhibit cannot be displayed in any other locations within the Hospital.*

## PART C

Exhibitors will be required to abide by the following Terms and Conditions in order to display Works in the Gallery:

### 1. Contract

When selected, the Exhibitor will meet with representatives of Southlake's Artistic Enrichment Committee one month prior to his/her scheduled exhibition date. At this time, images of the works he/she plans to exhibit must be presented. The Exhibitor is required to sign a contract, which must be returned to Southlake no later than seven (7) days prior to the first day of the exhibit. Failure to do so may result in the cancellation of the exhibit.

### 2. Deposit

A non-refundable deposit in the amount of \$100.00 must be submitted prior to the exhibition date. Cancellation of exhibit will be subject to an administrative fee, dependent upon whether a replacement exhibitor can be arranged.

### 3. Insurance

The Exhibitor is encouraged to maintain his/her own insurance while the Works are on display in the Gallery. The Exhibitor shall be notified immediately if any damage is noted or if any of the Works are unaccounted for during the exhibit.

### 4. Condition Report

The Exhibitor is required to sign a condition report upon arrival and prior to the departure of the Works from Southlake.

### 5. Transportation of Artwork

The Exhibitor is responsible for the transportation of the Works to and from Southlake. All Works must enter and exit Southlake via the back door adjacent to the Hospital's Receiving Department (accessible from Grace Street). Unless permission is granted otherwise by Receiving Department personnel, Exhibitors are not permitted to unload the Works using the Hospital's loading bays, as these areas must always be available to receive medical supply deliveries.

*Upon delivery of the Works into the Hospital, the Exhibitor must move his/her vehicle to the East Visitor's Parking lot as soon as possible (prior to hanging the Works). At the end of the exhibit, the Exhibitor will not park his/her car in the Receiving area until such time as the Works have been removed from the Gallery and transported to the Receiving Department.*

### 6. Display/List of Works/Promotion

The Exhibitor will provide a list for all pieces of artwork to hang in the Gallery at least seven (7) days prior to his/her exhibit date. On this list: title of each piece to be in the exhibition, medium, size, and price. To assist in the development of promotional materials, the Exhibitor will supply a short biography (Southlake reserves the right to edit the information provided).

## **PART C (cont'd)**

### **Exhibitors will be required to abide by the following Terms and Conditions in order to display Works in the Gallery:**

The Exhibitor will hang the Works with the assistance of Southlake's Art Volunteer on the first day of the exhibit at a mutually agreed upon time. On average, it takes two (2) hours to set up the exhibit.

At the back of each piece, the Exhibitor will supply and secure eyelets to the top right and left hand corners. Hangers with hooks will be provided by the Volunteer and are the only hanging devices permitted to hang Works within the Gallery, unless alternative devices are pre-approved by the Volunteer and the Manager of Corporate Communications. Hangers are the property of Southlake and must be returned to the Volunteer at the end of the exhibit.

At the end of the show, if the Exhibitor fails to remove the Works by the noted time, the Volunteer reserves the right to remove and store the Works. Southlake and the Volunteer are not responsible for any loss or damage that may occur to Works removed from the Gallery.

At no time, is the artist permitted to add to or remove pieces from the Gallery without the approval of the Art Gallery Volunteer or the Art Gallery Manager.