



AX Exhibition Proposal

Exhibitions for visual arts and fine craft are scheduled on an ongoing basis, and an independent, confidential jury of professional artists and art educators meets annually to review proposals. **AX** is happy to receive applications at any time (info@axartscentre.ca).

In choosing exhibitions, **AX** seeks a balance of established and emerging artists, exhibiting works from our community and beyond. **AX** is also dedicated to exhibiting children's art and student work created in local-area schools and through our own programming.

Before completing the proposal, please also read the Artist Agreement.

In your proposal, please include:

- Contact info (name, address, phone, email, website).
- Are you proposing a solo artist show, a group show, or a show you will curate?
- Title of proposed exhibition.
- Approx. # of pieces and dimensions.
- Full description of project (max. 500 words), including:
 - artist statement
 - concept for proposed exhibit
 - what you are trying to achieve
- Artist resume/CV (3 pages or less).
- Artist biography, including training and exhibition history (max. 500 words).
- 10 digital (JPG) images of work with an accompanying numbered image list specifying title, media, dimensions, and year of work. Can send images on a USB stick, through Dropbox or WeTransfer, or by email – website links to supplementary visual materials also welcome. Images submitted by email must be no larger than 1024 pixels at the longest dimension, and no more than 150dpi.

Proposals may be submitted electronically to: info@axartscentre.ca (please include **AX Exhibition Proposal** in the subject line of the email).

Or mailed/dropped off in person to:
AX – The Arts and Culture Centre of Sussex
12 Maple Ave. Sussex, NB E4E 2N5

Before submitting your proposal, please read the attached Artist Agreement.

Exhibiting Your Work at AX ~ Artist Agreement

(For information only – if your proposal is accepted, we'll prepare a customized agreement)

Art Sales and Remuneration

AX is not a commercial gallery; however, we encourage artists to provide us with a retail price list and accompanying photograph/visual reference to distribute to interested patrons. **AX** will arrange sales and retain a 30% commission on each piece sold. If the Artist has a registered HST number, it is the responsibility of the artist to submit their claim to the Canada Revenue Agency. **AX** will not charge HST and all given prices for tag display should include the appropriate total cost to be collected by **AX**.

AX will send payment to artists for sold works after the close of the show. Should an artist have a relationship with a gallery or agent, it is the artist's responsibility to determine what percentage of their commission, if any, is paid to those entities, and **AX** will **not** make those payments on behalf of the artist(s). We encourage artists to have this discussion with their commercial gallery owners/agents before exhibiting at **AX**.

Delivery and/or shipping of sold pieces is the responsibility of the artist.

AX strives to pay artists fair compensation to exhibit their work. We include artist fees based on national standards in all grant applications; however, **AX** does not always have a grant for every exhibition we host.

Materials for Publicity

AX will publicly announce and promote the exhibition on our website, social media, e-newsletter and through other available marketing and communications channels. **AX** will arrange design of all materials, including poster design and printing for each exhibition.

Please submit a biography, an artist statement, an exhibition title and description, and two high quality images of works that will be in the exhibition to info@axartscentre.ca by no later than _____ (min. 10 weeks in advance of the exhibition launch) so appropriate publicity can be arranged.

List of works

AX will label all pieces of artwork with information provided by the artist, unless otherwise agreed. Please send a list with artwork titles, dimensions, medium, and insurable value as well as retail prices (if applicable) with accompanying photograph/visual reference no later than _____ (min. 8 weeks in advance of the exhibition launch). Please also indicate if we need to acknowledge any other person or organization in the marketing materials, and provide the appropriate wording.

Exhibition Installation / Strike

Artists must deliver their work to the Centre, ready for hanging, with screw-eyes and wires (if applicable), *on the morning that the show is scheduled to be installed* or at another mutually agreed upon time. **AX** will help install the works with the artist(s). Artists are responsible for packing and removing artwork at an agreed upon date and time, _____ (generally within 48 hours of the end of the exhibition period), unless other arrangements are made.

General Display Policies

All works must be fully displayed before the exhibition opening and must remain on display during the entire time of the exhibition period, even if sold (some exceptions may apply). Exhibitions typically run for an average of six to eight weeks.

Liability

AX (including **AX**'s representatives: officers, directors, employees, agents or curators) is responsible to obtain insurance for the period during which the works are physically installed in the gallery until they are uninstalled. Coverage is for damage to the works caused by the perils insured by a standard property insurance policy, in an amount corresponding to the value supplied by the Artist. Please ensure you provide **AX** with a clear and detailed list of works, including their insured value, well in advance (see above).

The Artist is responsible for transportation of artwork to and from the **AX** gallery, and **AX** is not responsible to insure the artworks during transportation. Artists who arrange for **AX** to transport artwork to and from the gallery on their behalf must sign a waiver indemnifying **AX** from any and all responsibility for any damage caused to the artwork, including theft and loss.

Opening

AX will cover the cost of a modest exhibition opening. We may waive a public launch, depending on the state of public health and the pandemic.

Right to Refuse

AX reserves the right to refuse or remove from display any work it considers inconsistent with previously accepted or agreed-upon work. **AX** also reserves the right to remove any work that is considered inappropriate for the space.

Photographic, Documentation and Promotional Rights

AX reserves the right to photograph and/or film any or all works of art for promotional, engagement, or record-keeping purposes. **AX** has the right to publish the name, likeness and biography of the artist and to reproduce and distribute material incorporating photographs and video of the artist's works in order to promote the exhibition and sales, including virtual/online exhibitions.

*Please note – **AX** requests that artists avoid posting photos of their works on display until after the exhibition period has ended.*

I have read and agree to abide by the information found in this Artist Agreement.

Signature: _____

Date: _____

Contact Information:

Name: _____

Address: _____

E-Mail: _____

Phone: _____

Transportation

Artists are responsible to pick up and deliver their own artwork. If they wish **AX** to do this, the artist must sign the waiver below, indemnifying **AX** against any and all damages.

Waiver:

I _____ (artist name), indemnify
_____ (curator name, if applicable) and AX
against theft, loss, or any damage caused to the artwork _____
(title of artwork, or attach separate list if more than one), while in transportation to and from AX.

List of works, and label information

When you send your list of works, please include the information below. If AX is installing the works without you in attendance, include photos of artworks, labelled accordingly, so we can match the label to the artwork.

- Title
- Year
- Artist
- Dimensions
- Medium
- Price (insurance)
- Price (retail)