



## GUIDELINES FOR DISPLAY - at the Rotary Centre for the Arts

1. Community arts groups and individuals who are eligible are defined as follows:
  - a. All exhibitors must be members of KVPACS  
(registered non-profit groups may purchase one membership for their group)
  - b. Non-profit groups, such as palette clubs and watercolour groups
  - c. Public and independent schools
  - d. Other non-profit, charitable organizations that promote the visual arts and artists
  - e. Individuals and groups are invited to submit and will be considered
2. All interested parties must complete and return an exhibition form. Application may be made at any time to the RCA.
3. There is no hanging fee to exhibit at the RCA; any works sold while on exhibit are subject to a commission charge of 15%. Artists are responsible for their own HST. The RCA does not charge HST on the commission. All sales will be handled through the front desk. Out of town buyers will be permitted to take artwork with them at time of purchase. Failure to install or take down exhibit on the assigned days will result in a fee of \$50 per day.
4. The final decision of work that will hang in the Galleria lies with the Executive Director of the Rotary Centre for the Arts.
5. Exhibitors must be insured for fire, theft and destruction. The RCA will not be responsible for damaged or stolen works.
6. Work must be suitably framed and ready for display. Each piece in an exhibition must be clearly identified and labeled on the reverse with the artists' name and contact information.
8. Groups, individual artists and studio tenants will be limited to one exhibition in two years. Exceptions may be made to this policy by the Executive Director where appropriate.
9. Exhibitions are normally 4 weeks in length. RCA staff will assign specific dates for installation and removal, in consultation with the exhibitors. Exhibitors who do not make appropriate use of the time/space will not be eligible for future exhibition opportunities.
10. Artists must be prepared to install and remove their own exhibitions with some assistance from RCA staff. Artists should have the necessary equipment, although the RCA will provide a ladder. Artists must remove all packing and other materials from the building after installation and removal of exhibitions. The RCA has no storage space.
11. Openings: Artists will supply any material needed for openings. The RCA Bistro has the right of first refusal for catering and exclusive rights to all beverage service.
12. The RCA will assist in promoting exhibitions through its regular media promotions.
13. Work exhibited may be priced for sale. Artists must provide an inventory list and other information that can be left at the front desk.
14. Artists may make themselves available to the public during operating hours.



## Studio Hallway Exhibits

1. Resident Artists may exhibit 2-dimensional works in the studio hallway on the exterior wall of their sub-leased space.
2. The Guidelines for Display, including application to exhibit, will apply to exhibits including the Studio Hallway, with the exception of walls that are a common wall with a resident artist's sub-leased space as identified above.
3. The East side of the studio hallways is a fire exit and can not be obstructed; therefore, 3-dimensional works may not be exhibited on the East side of the hallway. Work which is attached to the hanging rail may not extend more than 12 inches from the wall at any point.
4. Resident Artists are asked to change all exhibits in the common areas of the RCA every 4 weeks.

**Galleria** - an open exhibition space available primarily for community arts groups and artists who do not have the opportunity to exhibit in public or commercial galleries. The space is approximately **100 ft x 12 ft.** with a very high ceiling, six skylights and limited spot lighting. Two-dimensional works can be hung from chains attached to an upper rail system, or with nails from the lower hanging rail. There is limited space for three-dimensional or multimedia work.

**Mezzanine** - located upstairs and perfect for small exhibitions. It's open concept allows for plenty of light from the Atrium, as well as from spot lighting. Two-dimensional works are hung from chains attached to an upper rail system.

**South Atrium** - floor to ceiling windows and a truly distinctive space. Two-dimensional works are hung from chains on the pillars as well as the west-facing wall.

**Display Cases** - can be seen from the South Atrium as well as the dance studio hallway. They are securely locked and are perfect for three-dimensional works or small to medium sized two-dimensional pieces.

## APPLICATION TO EXHIBIT

**Galleria**                       **Mezzanine**                       **Display Cases**                       **Atrium Pillars**

Name of individual or group: \_\_\_\_\_

Contact person (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Status (student, non-profit society, school etc): \_\_\_\_\_

Society's number (must be provided for all groups): \_\_\_\_\_

Portfolio included: yes \_\_\_\_\_ no \_\_\_\_\_, or available on internet at \_\_\_\_\_

Number of works submitted \_\_\_\_\_ (email list with titles, sizes and medium)

Brief bio or organization mandate, including training and previous exhibitions: (provide through email)

Artistic Statement: (provide through email)

Assistance required for installation: \_\_\_\_\_

Equipment required for installation: \_\_\_\_\_

Preferred dates: \_\_\_\_\_

Special requests, such as opening reception: \_\_\_\_\_

I/we have received a copy of the **VISUAL ARTS POLICY** and understand and accept it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE:** Groups, individual artists and studio tenants will be limited to one exhibition every two years.

## SUBMIT COMPLETED APPLICATION

in person to the Rotary Centre for the Arts infodesk OR email [rcaadmin@rotarycentreforthearts.com](mailto:rcaadmin@rotarycentreforthearts.com)

OFFICE USE:

Is a KVPACS member \_\_\_\_\_ Install Date: \_\_\_\_\_ Tear-down Date: \_\_\_\_\_

Notes: \_\_\_\_\_