



Gallery Exhibition Application

Artist Name (payable to) _____

Mailing Address _____

Phone _____

Email _____ Website _____

HST # if applicable _____

***If more than one artist is participating in the exhibit, please complete a form for each artist.**

Exhibition title _____

Description of proposed exhibit: _____

Desired date range: _____

****Dates to be confirmed by Meaford Hall staff prior to confirmation of exhibit dates**

Please share a website or social media where your work can be viewed: _____

Fees:

Galleries Rental: Solo/duo exhibit: \$150 +HST

Group/organization exhibit: \$50/artist to a maximum of \$300 +HST

50% non-refundable deposit is due upon Booking.

Commission: Meaford Hall will retain a commission of 30% calculated on the sale price of each item.

Opening Reception: Connect with us to discuss any special set up you would like.

Coffee service is included (urns, mugs, teaspoons, cream/sugar). Setup and cleanup is the responsibility of the exhibitor. All dishes must be cleaned and restored to the cupboards. A bartender may be arranged at no charge: please confirm with Meaford Hall staff.

ADDITIONAL INFORMATION: EXHIBITING AT MEAFORD HALL CONDITIONS

1. **Insurance** is not provided by Meaford Hall. Artists are responsible for insuring their own artwork.
2. **Inventory** of all works hung or displayed in Meaford Hall must be provided at the time of hanging. Work will not be available for sale until this list is provided including title, medium and price.
3. **Prices** must include HST if applicable. Meaford Hall is not responsible for collecting or remitting HST on behalf of artists.
4. **Security** - The Artist acknowledges that no formal security staff is in the building and that patrons may view the artwork unsupervised from time to time.
5. **Sales** are managed and administered by Meaford Hall and accept MasterCard, Visa, debit and cash. If HST is applicable, that must be included in the listed sale price. Meaford Hall does not collect or remit HST on behalf of the artist. Payment is remitted to artist via corporate cheque, within 30 days of exhibition's close. No sold pieces may be removed until the end of the exhibit without the permission of both the Artist and Meaford Hall, unless prearranged and agreed to by both the Artist and Meaford Hall.
6. **Commission** is payable to Meaford Hall at 30% and is calculated on the posted price of the artwork and settled at the end of the exhibition.
7. **Installation and removal** of all works is the responsibility of the Artist(s) and is to take place at a pre-determined date and time in coordination with the Meaford Hall schedule.
8. **Opening Reception** - An opening reception may be held at a mutually agreeable time in collaboration with the Meaford Hall schedule. All expenses relating to the reception will be the responsibility of the Artist.
9. **Normal operating hours** are Monday to Saturday, 10:00 a.m. to 4:00 p.m., and 10:00 a.m. until show time on performance days. This is subject to change. Please check with Meaford Hall staff regarding available hours prior to advertising your exhibit. Please note the Galleries may be closed occasionally for private events.
10. At **NO TIME** should any nails or hanging apparatus be used other than the system provided in the Gallery space. Artist or artist's representative will be held accountable for any and all damage incurred to walls at time of hanging/take-down (outside "normal wear & tear" as observed by staff).

ADVERTISING and PROMOTION

Any and all advertising/promotion utilizing the name or logo of "Meaford Hall," "Meaford Hall Arts & Cultural Centre," "The Galleries" or any other information including contact details pertaining to this facility must be approved by Meaford Hall in advance.

Artist(s) will be required to provide one electronic hi-res image for the Galleries poster and up to two hi-res images for the Meaford Hall website. Please email images along with application to meafordhallbookings@meaford.ca.

Standard marketing opportunities included in Galleries exhibitions (subject to restrictions and approval):

- website exposure at www.meafordhall.ca
- in house electronic promotion
- inclusion in email newsletter
- Facebook and Instagram updates

To take advantage of these opportunities, information must be supplied with exact exhibit information, promotion write up and high-resolution photos must be provided. Please check with Meaford Hall for deadlines. Meaford Hall endeavors to provide marketing support but cannot be held responsible for errors or omissions.

I certify that all artwork in this exhibition is the property of the Artist and that said Artist is legally permitted to display/sell at their discretion.

This is to certify that I have read **and understand the Meaford Hall Gallery Application and that my submission is complete:**

Applicant: _____ Date _____

Meaford Hall representative: _____ Date _____