



Personal Information:

Name: _____ Date: _____

Address: _____

City: _____ Province State or Territory: _____

Postal Code: _____ Telephone: _____

E-mail &/or Facebook: _____

Membership Type:

Friends of Common Ground will receive information about events and exhibits at Common Ground.

Friend (\$20)

I am interested in exhibiting at Common Ground:

Artist / Individual Exhibit (\$60)

I represent a group of artists who want a show:

Group Exhibit (\$100)

Group Members:

I think it is incredible that Common Ground has been open for over 25 years!

I support the arts in Windsor. I would like to make a tax-deductible charitable donation to the gallery:

Donation \$ _____ Please issue a receipt to me by mail for pick up

Details about my Art Exhibition:

The working title of my art exhibition is: _____

Briefly describe the medium / format you will be exhibiting:

I require assistance installing my art exhibit: Yes No

Please fill in the approximate dates when you would like to have your two-week exhibit, along with your preference for either an opening weekend, or closing weekend reception in the Gallery:

Art Exhibition Dates Option 1: _____

Art Exhibition Dates Option 2: _____

Reception: Opening Closing Friday Saturday Other Day: _____ Time: _____

I would like alcohol served at my reception: Yes No

Exhibition dates can only be confirmed by a Common Ground Volunteer and are subject to availability.

Unless otherwise pre-arranged, shows are booked from Wednesday to Wednesday in two-week intervals. We ask that exhibitors have all of their artwork completely removed from the Gallery by the second Wednesday no later than 5 pm so that the incoming artist can begin their installation promptly.

Please note that Mackenzie Hall Cultural Centre is generally closed on Sunday & Monday. As an exhibitor, you are encouraged to enhance the experience for Gallery visitors by spending time in the Gallery during the duration of your show. A key to Common Ground is available for you to do so at the Mackenzie Hall front desk during Gallery Hours, or by appointment. Gallery hours are Tuesday to Saturday from 10 am – 5 pm.

Steps to a Successful Exhibition at Common Ground Art Gallery

1. Note the following important dates: your Set-Up Date, Opening Reception, and Removal Date. To protect against potential conflict or error, be sure to confirm these dates with the Common Ground staff well before you circulate any notices; in case of a conflict, the finalized dates stated on your contract will be deemed as correct.
2. Give ample preparation time for printed invitations, press releases, etc., if you are producing them for your show. You should start these activities one month before your show to ensure all appropriate materials are mail ready two weeks before your opening date.
3. Remember that media should be contacted ahead of time in the following manner: fax or e-mail a press release to all interested parties two to three weeks in advance; make sure to include all essential dates and personal contact information. **Remember to send a short description of your show**, the title, artist bio, an image, along with any other information you would like on the Common Ground web site to commonground@mdirect.net about *one month or so ahead of your opening*.
4. Common Ground is a non-juried space. As such, note that it is your responsibility to adhere to standards of decency as regulated by the Government of Canada. You should also note that certain acts, even when legally acceptable, may be questioned by members of the public. Be prepared for this possibility, as it is your responsibility to morally defend any artwork you present within a public space.
5. A staff member or volunteer from Common Ground Art Gallery will be present during the opening reception to facilitate and assist you so that everything runs smoothly. Be sure to discuss all details that may be unique to your event with Common Ground staff or volunteers, and obtain permission for any special requests. Snacks and any food are the responsibility of the artist.
6. Please provide us with a list of prices for your art if you intend on selling it. If sales occur during your exhibition, a ten percent commission will be donated to Common Ground Art Gallery; all final sales are to be handled directly by the artist. If a sale occurs, please do not remove the sold work from the space until the show is over.
7. After the show, it is important that you clean up any mess or garbage left in the gallery. Gallery staff will be able to assist you with the installation if required, and will also restore the walls with drywall compound once it is completed. Please do not drywall the gallery yourself. All other components including framing of the exhibition are the responsibility of the artist.
8. Note that all work must be removed from the premises at the conclusion of your exhibition. We cannot be responsible for storing work. Unless otherwise arranged, shows are booked from Wednesday to Wednesday in two week blocks so that your show should be completely removed by the second Wednesday at 5pm so that the incoming artist can begin their installation. In addition, ensure you have provided enough time prior to 5pm for Common Ground staff or volunteers to complete any painting or drywall mudding so that it is dry.
9. Gallery hours are Tuesday to Saturday from 10am-5pm. Common Ground Art Gallery is generally closed Sunday and Monday. We encourage you to spend time in the gallery when you are able, in order to provide an informative experience to gallery visitors. The key to Common Ground is available to you at the Mackenzie Hall front desk during Gallery Hours.

I have read and understand the above conditions relating to my exhibit, and I agree to abide by them:

Partaking Artist / Exhibitors (signature)

Date:

Common Ground Art Gallery Contract 1A



[To filled out & confirmed by a Common Ground Art Gallery volunteer, then signed by the artist.]

Title of Exhibit: _____

To be exhibited on the following dates: (From/To) _____

With a public reception scheduled on _____ (date/time)

The gallery is leased with the understanding that, during the sublease period above, all legalities are the responsibility of the said artist; and that Common Ground and its staff are in no way responsible for any incidents or faults that may occur during said period.

The artist is obligated to remove his or her art by the end of the sublease period entailed by his or her contract; please remove all art by 5pm on the following date:

All media and publicity of the exhibition are the responsibility of the artists who wish to exhibit. If you require assistance with this, please ask Common Ground staff for help. *Remember to send a short description of your show*, title, artist bio, image, along with any other information you would like on the Common Ground web site to commonground@mdirect.net about a month or so ahead of your opening.

If sales occur, a 10% commission will be donated to Common Ground; all final sales are to be handled by the artist, though the gallery will assist with sales whenever possible. If a sale occurs, please do not remove sold work from the space until the show is over.

Any damage made to the gallery during the period of the sublease will result in the consequences of the Artist (named below) to be liable for any and all expenses in which to re-establish the gallery to its former condition, until the show is over.

Common Ground Art Gallery does not have a juried selection process; due to this, the said artist shall adhere to all pornography laws and solicitation laws regulated by the government of Canada.

It is agreed by both parties that all terms of this contract must be understood and that there are no implied terms to this agreement.

In agreement with the above conditions we the undersigned attach our names:

For Common Ground: (signature)

Partaking Artist / Exhibitors: (signature)

Print Name:

Print Name:

Date:

Date:
