



UNION GALLERY EXHIBITION GUIDELINES FOR THE MAIN GALLERY

A complete application includes the project proposal and artist statement (as applicable), equipment requirements, installation details, CD or DVD of work, image list and C.V/Biography. **If you are a student**, you are also required to fill out and submit the student application form.

A complete submission includes:

Written submission/proposal for the exhibition, 10-15 images on CD for a solo exhibition, 5-10 images on CD per applicant for group exhibits or for new media, video, sound and other time-based works a CD / DVD, documentation list (Your name, title, medium, dimensions, year created, insurance value), short biography, curriculum vitae, and a self-addressed stamped envelope if you want your work returned to you. You can also submit your package electronically via email to ugallery@queensu.ca

Only artists chosen for upcoming programming will be contacted.

For student exhibitions - You will need to fill out the student application form. Prior to each exhibition a meeting with the gallery Director and exhibition coordinator and exhibitors will be scheduled to discuss responsibilities and deadlines and provide exhibitors with a floor plan of the gallery.

Other exhibitors - the gallery will contact the artist/s prior to the exhibition to discuss details.

GENERAL INFORMATION

The program is directed towards providing a venue for the presentation of contemporary art, encouraging original, collaborative and experimental ideas and is a forum for the exchange of information concerning contemporary art practices. The program of exhibitions includes students in the fine art program at Queen's University and other universities as well as professional artists. In the main space, priority is given to students in the fine art program at Queen's during the academic year.

APPLICATION PROCESS

Applicants are invited to submit an application with a written submission and portfolio by March 15th or November 15th of each year. Student exhibitions are normally selected at the March 15th deadline for the main space but may also apply to the November 15th deadline.

SELECTION PROCESS

The exhibitions are selected by a jury made up of professionals and students from the programming committee. Students are encouraged to obtain feedback on their application from a faculty member or professional artist. Proposals from student artists, graduates and professionals will be accepted throughout the year and reviewed after each deadline. Students who have exhibited in an exhibition in the main gallery with 4 or fewer artists will not be considered for an exhibition within 12 months of their last exhibition unless the exhibition is based on a curatorial proposal. In this case the curator shall choose the participating artists.

PAYMENT OF FEES

For exhibitions by professional artists, the gallery will pay a fee and this will be discussed prior to the exhibition. All other exhibitors will not be eligible for fees.



PUTTING TOGETHER THE PACKAGE

A complete application includes the project proposal and artist statement (as applicable), equipment requirements, installation details, CD / DVD of work, image list and C.V./Biography.

The CD / DVD and Image List

1. Label each file (image) with a number, your initials, and artwork title.
 - + The first nine images must begin with a zero
(for example: 01_JG_Rain.jpg, 02_JG_Wind.jpg, ...15_JG_Fire.jpg)
 - This will ensure that they are presented chronologically and follow your image list.
 - +Do not put any special characters or symbols or quotation mark (#/'"&) in the file name.
2. Provide a separate image list with all details.
Your name, Title of Work, Medium used, Date created, Dimensions of Work
3. For group applications, compile all images on one list with names of artists and image information clearly indicated – numbering of images should be in numerical order to match the order on the CD.

Still Image Details:

Always use high quality images of your best work.

- + Submit .jpg files only.
- + Submit a resolution of 72 dpi files only.
- + Submit a maximum of 1024 x 768 pixel files.
- + Submit files of 500K (0.5MB) maximum.
- + Submit RGB or SRGB colour mode files only (No CMYK)
- + Remember to flatten the image.

Moving Image Details:

If submitting a video file:

- + Submit a maximum of one video file no longer than 5 minutes.
- + Submit a .mp4 file
- + If you are submitting both images and a video, you must remove 5 images for every video submitted.

Your images are the single most important aspect of your application. You cannot expect that jury members will have seen the actual artwork so it is imperative your work is represented well on the images you submit.

Accurate documentation is your goal. This requires technical knowledge; the wrong lens or exposure can easily give a distorted view of the work.

Choose images of work that relates clearly to the theme outlined in the proposal. Balance the two priorities. If you have good images of great work that is not directly related to the show's theme, it might be a good idea to include them to show the jury you are capable of high-quality work. If the work you submit is not the work you are proposing for the exhibition, try to link it conceptually to the theme in your statement.



UNION GALLERY

MAIN GALLERY APPLICATION (Only students need to fill out this application)

Please complete the following form and submit with your package. Only one application form needs to be submitted per group. However, please ensure all exhibitors names and current addresses are on their C.V's.

Name _____ Telephone _____

Current Address _____ Postal Code _____

Home Address _____ Postal Code _____

Expected Date of Graduation _____ Program _____

Working Title of Exhibition _____

Preferred Date of Exhibition _____

I am applying for a show with the following student(s):

OR

I would prefer that the selection committee arrange my inclusion in a 2/3 person show or a larger group show.

I am requesting a solo exhibition.

I am submitting a curatorial proposal

If you have checked above and a solo exhibition space is not available, do you wish to be included in a group show? Yes No

List elements that might require special consideration with regard to building or safety codes.

A well written , clear, and convincing proposal will assist in determining the outcome of your request. Special needs (eg. equipment, physical changes to the gallery space, painting of walls) required for your exhibition will be considered by the selection committee. Students are encouraged to get feedback from a professional artist on their proposal. (eg. faculty, curator, UG staff)



Membership Form- cut and submit with payment

Name: _____ Email: _____

Current Address _____ City & Province _____

Postal Code _____ Phone: _____

Category - tick one

- Student \$10 Sponsor \$50
 General \$25 Patron \$100+