

# Cape Breton Centre for Craft and Design Exhibition Proposal Information Sheet

## **Mandate**

The mandate of the Cape Breton Centre for Craft and Design (the Centre) is to promote excellence in craft and design through education and training.

The Cape Breton Centre for Craft and Design's Gallery contributes to the development of excellence in craft through the exhibition and interpretation of fine quality, hand-made craft.

The primary focus of the Gallery is to provide exhibition opportunities to emerging and established member craftspeople to assist with their professional development and in so doing, increase public awareness of and appreciation for craft.

## **Criteria for Selection**

The Gallery committee is responsible for the selection of exhibitions that will be hosted throughout the year. The following criteria will be used as a guide in the selection of exhibition proposals:

- Work must be recent - created within the past one to two years
- Work must be original to the Cape Breton Centre for Craft and Design Gallery
- Applicants should be juried or assessed members to exhibit work in the Centre's Gallery

## **Other**

A \$25.00 application fee must accompany the Exhibition Proposal Application. (Non refundable)  
The attached form must be completed in full in order to be considered.

## **Submit to:**

Cape Breton Centre for Craft and Design  
Attn: Gallery Committee  
Box 1686  
Sydney, NS B1P 6T7

**Please note:** The Centre asks that exhibitors be available for a scheduled opening reception. As well, it is recommended that the artist give a presentation, demonstration or "walk and talk" to build a greater appreciation and awareness of their work.

Exhibitors must provide interpretative materials to assist with the presentation and promotion of their exhibition. This may include high quality digital images, an artist statement, published material, and documentation of process/technique (photographs, tools & equipment).

Cape Breton Centre for Craft and Design  
**Exhibition Proposal Application**

- Please read the **Exhibition Proposal Information Sheet** before completing this form.
- Please **type or print clearly** and retain a copy of this proposal for your records.
- Applicants must use this form to complete their proposal.
- Applicant ((s) in the case of group exhibitions) must be individual juried members in good standing with the Cape Breton Centre for Craft and Design at the time of submitting this proposal.

Applicant's name: \_\_\_\_\_

If the application is for a group exhibit, please list names of the other members of the group:

\_\_\_\_\_

\_\_\_\_\_

Mailing Address: Street or PO Box \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Website: \_\_\_\_\_

Which exhibition space are you applying for? (check one)

Main Gallery (Charlotte Street Level)       Third Floor Loft

Are you a juried member(s) in good standing with the Cape Breton Centre for Craft and Design? \_\_\_\_\_

Preferred months for exhibition

\_\_\_\_\_

(Please choose 3 months in order of preference – requested months cannot be guaranteed)

Please include the following information with your proposal: (if application is for a group exhibit, please submit the following information for each member of the group)

Application Checklist:

- CV/Resume
- Artist statement (i.e. Explain the ideas behind your work, the inspiration, meaning, etc.)
- 5 - 10 high quality digital images (300 dpi, jpg or tiff format) of recent work (within the last 1-2 years) on a CD, and / or digital images of work which you are proposing to exhibit.
  - Number each image and put your name on the CD. Images will be kept by the Centre for their records.
  - Information sheet for the digital images (artist's name, image number (to correspond to CD images), title, medium, date, dimensions)
- Completed application form
- Application Fee (\$25.00)

**Cape Breton Centre for Craft and Design  
Exhibition Proposal Application  
Continued**

Title of Exhibition

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Twenty Word Description (for Promotional Purposes)

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On a separate sheet, please provide the following:

1. Provide a brief overview of your proposed exhibition (concept, purpose, etc.)
2. Provide a description of the work to be exhibited (medium, process, sizes, dates, number of pieces and price range).
3. Include retail/insured value of work for which you have provided images.
4. Exhibits in the Gallery must support Centre's mandate to provide educational information about craft and craft processes. Please provide a description of interpretative materials to be used in the exhibition (e.g. photographs of process and/or studio, tools, literature on techniques – anything which helps communicate the creative process, theme, and the technique used in creating your work).
5. Would you be able to deliver a presentation, demonstration or "walk and talk?" If so, please provide details.
6. I would like to use the following display equipment for the presentation of my work:
  - a.  plinths – a limited number may be available
  - b.  jewellery display cases
  - c.  wall track click rail hanging system
  - d. other \_\_\_\_\_
7. Please indicate if you have any specific requirements for your exhibition, such as special exhibitry or proposed changes to the Gallery space. These requirements must be approved by the Gallery Committee, and the space must be restored to its original condition at the expense of the artist.
8. Are you available for an opening reception? \_\_\_\_\_

Applicant(s) Signature: \_\_\_\_\_

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

Retain a copy of this application for your records.

**Cape Breton Centre for Craft and Design**  
**Exhibition Application**  
**Terms and Conditions (once selected)**

- All exhibition items are to remain in the exhibition space until the end of the exhibition. Any exceptions will be at the discretion of Management.
- Exhibitions to be held in the main gallery space are restricted to the months of January through June. The Loft is available year round.
- For promotion of the show, exhibitors will provide high quality digital images (300 dpi, jpg or tiff format) of their work three months in advance of the show start date.
- The commission split is 65% of the retail price to the exhibitor, 35% to Cape Breton Centre for Craft and Design for work sold through the exhibition.
- Expenses associated with exhibit openings are the responsibility of the artist. Expenses can include but are not limited to postage, advertising, refreshments, etc. The Centre will promote exhibits through its website, broadcast email and public service announcements (at a minimum). Other advertising may be done by the artist but must be cleared by the Centre in advance.
- Work exhibited must be what was proposed. The Cape Breton Centre for Craft and Design has the right to refuse any work or exhibition which falls outside of the original proposal.
- The Cape Breton Centre for Craft and Design has the right to edit written and promotional material where necessary.
- In the case of group exhibits, the group must appoint one person as the liaison between the group and Cape Breton Centre for Craft and Design.
- If the artist is available and if they so wish, they will be asked to be present during the set up of the show. Gallery committee and staff will also participate in the set up of shows.
- Exhibitions will be a minimum of 28 days in duration. Longer exhibitions to be negotiated with Management.
- Individual artist shows will be considered once every two years, excluding Cape Breton Centre for Craft and Design invitationals.
- The Cape Breton Centre for Craft and Design will provide the insurance coverage during the time the artists' work is on the premises. The artist is responsible for the insurance coverage of the work while in transit to and from the Centre.

**NB: The gallery committee reserves the right to restrict subject matter**