



Art Gallery of Hamilton

engage your imagination

Jean and Ross Fischer Gallery Information and Application Package

The Jean and Ross Fischer Gallery is an integral part of the Art Gallery of Hamilton's exhibition programme and seeks to engage audiences with exhibitions relating to Hamilton's past, present, and future. Also known as 'the community gallery', the Jean and Ross Fischer space is wholly dedicated to exploring and presenting a range of projects that speak to and of Hamilton and occasionally the surrounding region.

As a space identified to engage local audiences through the visual arts, architecture, design, historical artefacts, archival materials, and ideas relevant to this city, the annual programme is conceived to present both historical and contemporary art, artists and community groups with links to the Hamilton-Wentworth region. As such the gallery provides a space for arts and community groups from the Hamilton community to present ideas and projects anchored in a myriad of ways to the city and/or its history.

The AGH aims to provide a programme in the Jean and Ross Fischer Gallery (hereafter JRFG) that engages audiences locally and nationally, and which helps to inspire new audiences to engage in the visual arts. Exhibitions in the Jean and Ross Fischer Gallery support the overarching programming mandate of the AGH.

APPLICATION

The JRFG exhibition schedule is set approximately one year in advance. Applications may be made at any time during the year, and are reviewed as received, at monthly curatorial meetings. Applications should be made in written form and should include the following:

- A cover letter including all contact information
- A written statement outlining the proposed exhibition and content (no longer than 2 pages long).
- Visuals in CD-ROM (jpeg) format of representative works (30 maximum) in the proposed exhibition. For proposals based on juried shows, works from past/comparable exhibitions may be submitted
- A proposed list of works for the exhibition
- Dates requested, including months and year
- An up-to-date vision statement about the arts or community group involved
- A description of your anticipated audience, accompanied by a communications plan

Proposals should be addressed to Dr. Patrick Shaw Cable, Chief Curator and Curator of European Art and identified as being Jean and Ross Fischer Gallery submissions.

Jean and Ross Fischer Gallery Information and Application Package

Selection Criteria:

The selection of exhibitions for the JRFG is based on relevance to the aforementioned policy statement and includes:

- Direct regional and/or community relevance
- Regional or artistic merit of content
- Proven ability to coordinate and organize exhibition content
- Suitability of proposed content to exhibition space (i.e. scale, display issues etc.)
- Proven ability to meet deadlines
- Appropriate content
- Capacity to bring new audiences to the AGH
- Inaugural presentation exclusivity for AGH

GENERAL INFORMATION

Access:

Exhibitions are open to the public during regular gallery opening hours. However, given that JRFG is a multipurpose (and rentable) space, there will be periodic occurrences when the exhibition will not be accessible due to occupancy by a private group or organization, or a gallery event or activity.

Artist Fees:

The AGH does not pay artist fees for exhibitions held in the JRFG.

Insurance and Security:

The Art Gallery of Hamilton does not insure works exhibited in the JRFG due to the nature of activities held there. All exhibitors exhibit their work in the JRFG at their own risk. The organizer is responsible for informing all participants of this situation. The AGH does provide 24-hour security of its premises, by means of a patrolling security guard as well as closed circuit video surveillance and monitored alarm system.

Openings and Associated Events:

All activities associated with openings and events must be coordinated through the AGH's Hospitality Services and are subject to the terms and conditions of a Special Events contract. Should the Organizer choose to have refreshments and/or food at their reception, they are responsible for all costs associated therein and this service must be purchased through AGH Hospitality.

Photography:

Please note that as a multipurpose space, the JRFG is an area where photography is allowed by patrons and members of the public in accordance with the AGH Photography Policy.

Sale of Work:

The AGH does not become involved in, nor request any commission from, the sale of work from the JRFG. The AGH coordinator will put any interested buyer in direct contact with the organizer's coordinator to negotiate the sale between those two parties.

Jean and Ross Fischer Gallery Information and Application Package

Schedule and Frequency:

The JRFG maintains a schedule of 4-6 exhibitions annually, administered by the Programming Department. Exhibitions run for a minimum of two months to a maximum of four months. JRFG exhibitions are scheduled in accordance with the overall AGH exhibition schedule.

Sponsors:

The AGH will not recognize JRFG exhibition sponsors unless they are approved by the Gallery in advance. Approved sponsors will be listed (in text form only) on the JRFG title wall as well as in *insights*, the AGH Members' magazine, provided publication deadlines are met. The AGH does not authorize use of its name to secure sponsorship for JRFG exhibitions

Questions?

We encourage you to contact us in advance of making an application in order to ensure suitability of your project and assist you in preparing your submission.

Questions can be directed towards any of the following:

Patrick Shaw Cable, *Chief Curator and Curator of European Art*, (905) 527-6610 (x 256)

Tobi Bruce, *Senior Curator, Canadian Historical Art* (x 231)

Melissa Bennett, *Curator of Contemporary Art* (x.257)



Art Gallery of Hamilton
engage your imagination

Jean and Ross Fischer Gallery Agreement

The following constitutes a formal and abiding agreement between _____ (organizer) and the Art Gallery of Hamilton (AGH) concerning an exhibition to be held at the Art Gallery of Hamilton entitled: _____ .

The Art Gallery of Hamilton agrees to present the above noted exhibition on its premises in the space allocated as Jean and Ross Fischer Gallery.

Dates of the exhibition are _____ to _____ .

It is agreed that _____ is the organizer of the exhibition and the AGH is the venue for the exhibition.

AGH appointed Coordinator is _____ .

Organization appointed Coordinator is _____ .

Installation will be between _____ and _____ inclusive.
(Note: these dates are determined by AGH staff)

Use of the Jean and Ross Fischer Gallery for exhibition purposes is at no cost to the artist/arts group. The AGH does not pay artist fees for exhibition in this space.

The organizer assures the AGH that the mounting of this exhibition will be its first public presentation in any local or national venue.



Art Gallery of Hamilton
engage your imagination

Jean and Ross Fischer Gallery Agreement

Exhibition and Installation:

Organizer Responsibilities:

- The selection of the works of art for the exhibition in consultation with the AGH coordinator. The AGH reserves the right to remove works that may be deemed inappropriate and to remount (at Organizer's expense) or relocate works to ensure that safety requirements are met.
- All loan and/or artist agreements with individual artists (for Group show) for their work
- Assistance with the installation of the exhibition as mutually agreed upon by both parties
- All label, logo and didactic material, in a digital format, provided at least **six weeks** prior to the exhibition opening date
- Each work must be framed with wire attached on the verso, ready for hanging and professional display.
- Shipment/delivery and pickup of works to/from the AGH
- Noting condition of works at the time of unpacking and repacking

AGH (Venue) Responsibilities:

- Assist in the unpacking and installation of the works by providing one or two preparators to work with the organizer
- Oversee installation design to meet the highest quality exhibition standards, to ensure appropriate passage of people through the spaces, and to abide with fire and safety regulations and other public programme uses
- Provide installation material for hanging two dimensional and/or installing three-dimensional works on pedestals
- Report any damages to the organizer within 24 hours
- Crate and packing materials will be stored in a manner consistent with museological practices
- AGH reserves the right to limit the number or nature of works within the Fischer Gallery space



Art Gallery of Hamilton
engageyourimagination

Jean and Ross Fischer Gallery Agreement

Access:

The exhibition will be open to the public during regular gallery opening hours. However, given that Jean and Ross Fischer Gallery is a multipurpose (and rentable) space, there will be periodic occurrences when the exhibition will not be accessible due to occupancy by a private group or organization, or for an AGH activity or event.

There is no admission fee to the public in order to view this exhibition. However, anyone who comes to see this exhibition and wishes to view other ticketed exhibitions at AGH will be required to pay admission fees.

Sale of Work:

The AGH does not become involved in, nor request any commission for the sale of work from the Jean and Ross Fischer Gallery. The AGH coordinator will put any interested buyer in direct contact with the organizer's coordinator to negotiate the sale of any work.

Hospitality:

The organizer must work with the AGH Manager of Hospitality Services at extension 234 to coordinate any exhibition openings and/or community events. These events are subject to the terms and conditions of a Special Events contract.

Promotion and credits:

The exhibition will be part of the AGH's overall programming promotions and be publicized in accordance with the institution's overall promotional strategies, including *insights*, its Members' newsletter published 3 times a year. Please note that deadlines must be met in order to be included in *insights*.

In all of the organizer's publicity, the AGH logo and the following information must be included (logo available digitally upon request):

***The Jean and Ross Fischer Gallery
AGH programmes are supported by the Canada Council for the Arts, the Ontario Arts Council, the City of Hamilton, its members and friends.***



Art Gallery of Hamilton
engage your imagination

Jean and Ross Fischer Gallery Agreement

Sponsor recognition:

Benefits are only applicable to a Jean and Ross Fischer Gallery exhibition. They do not apply to additional events or programming planned around the exhibition by the organizers.

Please note:

- The AGH will not recognize Jean and Ross Fischer Gallery exhibition sponsors unless they are approved by the Gallery in advance and are indicated in this contract
- Approved sponsors will be listed on the Jean and Ross Fischer Gallery title wall in textual form
- Approved sponsors will be listed in *insights*, AGH Members' magazine, in textual form
- The AGH forbids the use of its name to secure sponsorship for Jean and Ross Fischer Gallery exhibitions

Approved Sponsor: _____

Insurance and Security:

The Art Gallery of Hamilton does not insure works exhibited in the Jean and Ross Fischer Gallery due to the nature of activities held there. It is the responsibility of the organizer to inform all participants of this situation. The AGH does provide 24-hour security of its premises, by means of a patrolling security guard as well as closed circuit video surveillance and monitored alarm system.

Photography

Please note that as a multipurpose space, the Jean and Ross Fischer Gallery is an area where photography is allowed by patrons and members of the public in accordance with the AGH Photography Policy.



Art Gallery of Hamilton
engageyourimagination

Jean and Ross Fischer Gallery Agreement

Agreement:

This contract will be governed by and interpreted according to the laws of the Province of Ontario, Canada.

No changes may be made to the agreement (this includes changes to the content, theme, or title of the exhibition) without the written consent of both parties. The present agreement comes into effect on the date of signature and shall have no effect after the exhibition has left the AGH.

I have read and agree to the conditions outlined in this 5 page contract:

On behalf of the Organizer:

Name: _____

Title: **Event Coordinator**

Organization: _____

Signed: _____

Dated: _____

On behalf of the Art Gallery of Hamilton:

Name: **Dr. Patrick Shaw Cable**

Title: **Chief Curator and Curator of European Art**

Signed: _____

Dated: _____