

AHVA Gallery, UBC
Room 1001, Audain Art Centre
6398 University Blvd
gallery.ahva.ubc.ca

AHVA Gallery UBC
Proposal for Exhibition - Submission Guidelines (2016)

Please include all the information as indicated below in your e-submission.

- 1) Submission Date
- 2) Name(s) of Organizer or Contact Person(s)

Postal address
Phone
E-mail

The contact person will be the liaison between the AHVA Gallery and the exhibition organizers. The contact person will be responsible for arranging the transport of work to and from the gallery, and ensuring that information regarding exhibition requirements and any special considerations are communicated to the AHVA Gallery.

- 3) Proposed Dates of Exhibition

Start Date
End Date
Reception Date

Actual opening, closing and reception dates will be determined by the AHVA Gallery Committee. Please specify your preferred dates or reference those indicated in the specific call for submissions.

- 4) Title and Curatorial Statement

Title
Curatorial Statement (500 words max.)

Title(s) and curatorial statement can be altered based on reasonable changes to exhibition content and concept but must be finalized before publicity deadline. Changes of name, content, context must be discussed with the AHVA Gallery Director. Changes to exhibition proposal could result in cancellation of the exhibition. All work and installation details are subject to the AHVA Gallery Director's final

approval. The AHVA Gallery reserves the right of final call on any details pertaining to exhibitions in the gallery space.

- 5) List of Artists and Work - with details (title, year, media, and dimensions).
- 6) 10 – 15 Images of proposed work to be exhibited in .jpeg format.

These should be numbered and identified with artist's name, title of work, and dimensions. These should relate to your Artist list numerically as a reference for the submission review.

- 7) Floorplan

If you feel it is necessary to provide a proposed floor plan of the proposed exhibition's physical layout, please provide it on a separate sheet. A template of the gallery floor plan is included below.

- 8) Special Needs and Considerations

If you anticipate any special needs or details that should be considered as to your proposed exhibition, these should be indicated here. This section could include any special display or installation needs, significant alterations to standard exhibition space (e.g. walls painted a colour other than white or support structures), extensive ceiling suspensions, lighting concerns, etc.

The AHVA Gallery operates on a limited budget intended to support only basic installation needs and limited public hours. We do not have full time support staff. Artists and organizers are fully responsible for shipping and specialized presentation costs and the gallery does not pay any artist fees.

Please submit the above information electronically along with relevant support materials and documentation, to:

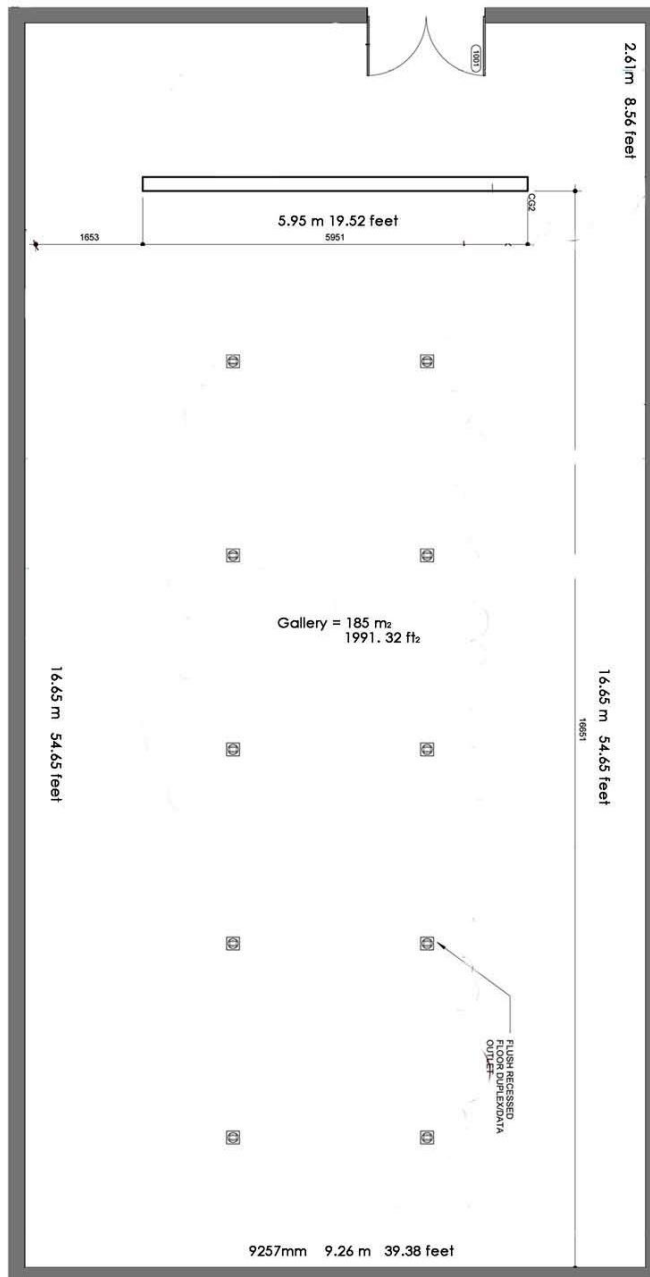
Email: ahva.gallery@ubc.ca

Subject: Exhibition Proposal for 2016/2017

Attention: Barrie Jones, AHVA Gallery Director

Submit Proposal by: **April 30, 2016**

AHVA Gallery Floor Plan



Document updated January 2016.

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