



UNIT 115 Community Exhibition Space 2019 GUIDELINES

UNIT 115 is a free, inclusive and flexible exhibition space in the Kingston Arts Council (KAC) office. As an alternative exhibition venue in Kingston, the space is intended to showcase and celebrate local artists and encourage connection between artists and the local community. Applications for this space are open to artists (professional, emerging, student, etc.), arts and culture organizations, and community organizations working in different sectors.

UNIT 115 has approximately 25 ft. of wall space, including a four-pane window, and 124 ft. of floor space. The Kingston Arts Council office is located in a high-traffic area on the ground floor of the Tett Centre for Creativity and Learning and is open to the public Monday through Friday, 9:30 am to 4:30 pm. UNIT 115 aims to host 12 exhibitions per year.

Eligibility: Applicants must have a Kingston, Ontario address. Single, group and collective applications will be accepted; umbrella organizations (incorporated or not) are encouraged to submit. The KAC reserves the right to select or refuse any submitted artwork.

Selection Process: The selection committee will comprise of Kingston Arts Council staff who will determine the exhibition schedule. Please note that the gallery will be booked approximately six to nine months in advance. Therefore artists must be available to exhibit anytime during that period.

Submission deadline: 1 February 2019

Submission process: The KAC accepts submissions via email, mail or drop-off. Please send your application to diana@artskingston.ca or drop-off in person at the KAC Office located at the Tett Centre (370 King Street, Unit 115, Kingston, ON K7L 2X4) between 10am–5pm, Monday-Friday.

Please do not call for updates on your application status, as all applicants will be notified as soon as possible following the deadline. Application materials will be kept on file for one year.

Please note that at this time, we are unable to provide compensation for presentation of works.



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Installation: Artwork is to be delivered and picked up at a time specified by KAC staff and agreed upon by the artist, typically during office hours. A final list of artwork must be provided before the show opens. The artist is responsible for hanging the work, take down of work, providing labels and transportation. The KAC will provide items needed for installation and staff will be present during installation to support, if needed.

Communications: KAC will promote each exhibition through their email newsletter, website, and social media. Artists are encouraged to promote their UNIT 115 exhibitions to their fullest capabilities. The KAC reserves the right to use image(s) of exhibited work, or any part of the image(s) for promotional purposes.

Sales: The artist is responsible for handling all sale and payment responsibilities. KAC can facilitate the sale of artwork by communicating contact information to the artist or to the buyer.

Insurance: Works exhibited are covered by KAC's insurance policy for a collective value of up to \$100,000.