



UNIT 115 Community Exhibition Space

2020 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 Kingston 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 application or artwork.

Selection Process: The selection committee will consist of Kingston Arts Council staff and volunteers who will determine application eligibility and the exhibition schedule. Please note that the space is generally booked approximately six to nine months in advance.

Submission deadline: 1 April 2020 at 5PM EST.

Submission process: The KAC accepts UNIT 115 applications via email, mail or in person. Please send your application to laura@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 9:30am and 4:30pm, 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.



Upon acceptance, artists must sign and return the Artist Responsibilities documentn signed.

Artists will have the opportunity to provide an updated bio, artist statement and/or photos of their work closer to the date of their exhibition.

Installation: Exhibition installation, deinstallation and reception dates must be solidified at least two weeks prior to the first day of the exhibition month. 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, artist statement(s), artist biography/biographies, and high quality images 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: The 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 images 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. The KAC can facilitate the sale of artwork by communicating contact information to the artist or to the buyer. The KAC does not receive a commission on sales.

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

The Kingston Arts Council reserves the right to cancel an exhibition if the above requirements are not met and if the requested information is not provided in time.