

Imperial Theatre Exhibition Guidelines

Imperial Theatre Exhibition Committee (ITEC) has brought work from area artists to the patrons of Imperial Theatre and the Saint John arts community since 1994. With the number of live performances at the Theatre, exposure for exhibits is high, focused to an audience knowledgeable in art, as well as newcomers to visual art. During the summer months tourist traffic flows through the exhibition space during guided tours of the facility.

The exhibition space, located in the lobbies of Imperial Theatre, has space for a large collection. Exhibits must be comprised of a **minimum of 15 pieces averaging 24" x 30" in size**. With a collection of a few smaller pieces interspersed with medium-sized (roughly 24"x30") and Large (roughly 40"x50") pieces twenty pieces can be accommodated.

The exhibitions operate on a rotating basis where each exhibit enjoys a term of roughly two months. Additionally, our website has a page dedicated to the ITEC displays, featuring an image of some of the art pieces, facilitating further exposure of the work.

ITEC receives, on an ongoing basis, proposals from artists to display their works. Each proposal is reviewed by ITEC, and considered for display.

For more information on ITEC contact Imperial Theatre at (506) 674-4111 or e-mail: ruth@imperialtheatre.nb.ca.

Submitting A Proposal

1. All proposals **must** consist of at least 15 pieces with an average size of 24"x30" however, the space can accommodate many pieces of varying sizes. Please refer to the attached guide that provides space and site dimensions.
2. Works that have been previously exhibited at Imperial Theatre cannot be submitted for exhibition again for a period of five years.
3. Whole exhibits that have been exhibited in the city of Saint John in the past three years will not be accepted.
4. Works exhibiting any overt suggestion of eroticism, racism, violence, hatred, or otherwise unsavory themes will not be accepted. ITEC in its sole discretion has the right to refuse any piece without explanation.

5. All works to be exhibited must be properly framed and/or mounted and be ready for hanging in the exhibition space according to the requirements of the hanging system.

Successful Submissions:

1. If your exhibit is chosen by the Committee for an exhibit, you will be notified by phone or email and given an exhibit date.
2. The following items are required from the artist/owner at least two weeks prior to the exhibition's opening date:
 - Exhibit's name
 - A short biography of the artist
 - A brief description of the exhibit or an artist's statement to be used for a press release.
 - A listing of the works (including the title of each work, medium, value, size etc.). Please indicate if a piece is or is not for sale. If works are not for sale, indicate if they are part of a private collection.
3. Imperial Theatre, a registered charity, will charge a commission fee of 15% of the value of each work sold. Any sales of artwork shall be done through the artist or designate. Imperial Theatre will assist with sale when required.
4. Artist/owner is responsible for pick-up and delivery of the exhibit on mutually agreed upon dates. ITEC does not provide storage for artwork prior to or after the exhibit.
5. ITEC will assist the artist/owner, if assistance is needed, in hanging the exhibit. ITEC will consult with the artist on placement of artwork; ITEC has final determination on placement.
6. Imperial Theatre insures all works against theft, vandalism, fire, etc., while the exhibit is in the theatre, up to a Maximum exhibit value of \$40,000. If the value of the exhibit exceeds \$40,000 the Artist is responsible for paying the additional insurance fee charges. Coverage does not include accidental breakage, nor does Imperial Theatre assume responsibility for accidental breakage.
7. ITEC will promote the exhibit through a media release, on its website, twitter and Facebook which may include an image of one of the works
8. The exhibition must remain in whole at the theatre until the closing date unless otherwise mutually agreed upon by ITEC and owner/artist.
9. Please be advised that photographs taken in the lobby may include the artist's work in the background. Any photo shoot by the owner/artist must be approved in advance by Imperial Theatre.

10. Artist may arrange an opening at artist expense; special rental rates are available.