



The Works Art & Design Festival Call to Enter

CALL TO ENTER GUIDELINES FOR FESTIVAL EXHIBITS

Deadline: August 25 every year

** If application deadline falls on a statutory holiday or weekend the deadline moves to the next business day.**

The Works International Visual Arts Society advances the development, awareness and appreciation of art and design in Canada and provides a forum for the exchange of ideas between artists, designers and the public. The Works Art & Design Festival is the largest art and design festival in North America. Artists and designers from every continent have been featured in more than 660 exhibits in 480 venues throughout one square mile of Edmonton's downtown. 5 million visitors have attended the festival. 7700 volunteers have contributed more than 90,000 hours. The Works takes an entire year to produce with six full time and 65 seasonal staff.

Application Categories

A. Festival Commissioned Programs

Festival Commissioned Programs are the feature exhibits of The Works Art & Design Festival. As such, a high level of professionalism is expected from the artists participating in these programs. The Works Art & Design Festival uses The Canadian Artists' Representation / le Front des artistes Canadian (CARFAC) fee schedule as a guideline for artists participating in festival commissioned programs.

A1. Curator of Feature Group Exhibit.

Individuals may curate a group exhibition of national scope. Minimum number of artists is 5 and the maximum is 20. Curator honorarium is 1000.00 CAD and participating artist honorarium is \$100.00 per artist.

A2. Environmental Site Specific Artwork.

Artists will exhibit large scale temporary work or installation to animate Sir Winston Churchill Square during the festival. Installation may take place during the first four days of the festival. Artist honorarium is \$1000.00 CAD.

Application Requirements specific to Festival Commissioned Programs

Commissioned Programs applications (category A only) must include the following items in addition to the general application requirements listed below Festival Community Programs section.

[]**Timeline.** All Commissioned Programs applications must include a detailed and complete projected timeline for the project

[]**Budget.** All Commissioned Programs applications must include a detailed and complete projected global budget for the project. All budgets are subject to approval by The Works and are negotiable.

[]**Artist list.** All group exhibits must include list of all participating artists with a minimum of 5 artists and a maximum of 20. Each entry must include city of origin and details of included artwork. If the artist list is not available, an explanation and plan must be provided.

B. Festival Community Programs

Festival Community Programs provide unique opportunities for emerging artists and designers to present their work to the festival's large, diverse audience and are also eligible for The Works Society's year-round programs (**on the attached application form). The festival pays participants in Festival Community Programs a fee based upon a portion of the special funds raised by The Works for artist fees.

B1. Event Program. Individuals or groups may apply to organize a lecture, performance, discussion panel, workshop or other special event during the festival. Applicants may opt to ticket their event, in which case the applicant is responsible for all ticket sales. For non revenue-generating events, participants will receive an artist honorarium of \$300/event.

B2. Group Exhibit Program. Groups can apply to produce exhibitions in Edmonton's Arts District. Group shows must be curated prior to application. Artist honorarium: \$300/exhibit.

B3. Individual Artist and Two Artist Shows. Artists create their own exhibit. Artist's proposal must include actual works to be exhibited. Artist honorarium: \$250/exhibit.

Application Requirements specific to Festival Community Programs

Festival Community Programs applications (category **B** only) must include the following items in addition to the General Application Requirements.

Shipping and Delivery Arrangements. Participants are responsible for shipping including such details as logistics and costs and are required to provide a shipping schedule to The Works.

Artwork Insurance Details. Insurance for the exhibit in transport, during install/dismantle, and on display is the sole responsibility of the artist or organization. Applicants are required to provide insurance status to The Works.

Travel and Accommodation Arrangements. Participants who accompany their work are responsible for travel, per diem and accommodation expenses. Applicants are required to provide relevant travel and accommodation plans to The Works.

Group Representative. Groups must designate one representative to organize the exhibit and handle all communications with The Works.

Group Name. Groups without a group name are required to assign a group name to themselves for our administration and marketing purposes.

General Application Requirements

For both categories **A** and **B**. Individuals or groups may submit multiple proposals, but each proposal requires a separate and complete application and fee. Each application must include all general requirements below as well as requirements specific to the Application Categories above. (Note "checklist format" of all requirements to assist completeness of application.)

Application Form, signed and complete. Save a copy for your records.

Artist/Curator Statement, which must be concise, complete and clear (not a physical description) specific to the project.

Project Description. (not an artist/curator statement). A detailed physical of the exhibit or event. Include program type, title of show, media(s), number of pieces with dimensions, optimal space and facilities requirements, technical requirements, necessary amount of time for install and dismantle, level of required technical and production support, etc. In the case of events include applicable preferred dates, times, ticketing, etc. Include anything which will contribute to a clear and complete visualization of how the exhibit or event will be produced and be presented to the public. Note additional description requirements listed in Festival Commissioned Programs and Festival Community Programs.

Visual Documentation. A portfolio of 5-20 quality images of work representative of the proposed exhibit. Still images may be either slides or digital images. Digital files should be less than 2 MB and must be submitted on CD. Video documentation of time-based art must be in DVD format.

Visual Key corresponding to all documentation in the aforementioned portfolio. A properly titled inventory of all visual documentation items; each entry must include: inventory number corresponding to the item, artist name, title of artwork, date, medium, dimensions, photo and credit.

Curriculum Vitae of artist/s and/or curator.

Application Fee: \$50.00 group, \$30.00 individual artist (or two artist), \$20.00 youth. The application fee must be in Canadian funds, is non refundable and can be sent by Cheque, money order, Visa or Mastercard. Cash must not be sent by mail and must be hand delivered. There will be a \$25.00 charge for all NSF cheques.

Self Addressed Stamped Envelope. Please ensure that you have included enough postage for the return of all of your application materials.

General Guidelines: Applicable to all festival participants.

1. Financial Resources

The Works Festival is a non-profit charity offering free, quality programming to the broadest possible audience. As such the financial resources of The Works are limited.

2. Artwork Loan Agreement

All selected participants must enter into a contract with The Works.

3. Packaging of Artwork

Participants are responsible for providing suitable crates, sufficient packing materials, clear unpacking/repackaging instructions and shipping labels for both directions. Artwork will be returned to the artist in the original shipping container.

4. Liability Insurance

As a public event, The Works is required to carry comprehensive general liability insurance (CGL). We recommend that each artist and organization also carry CGL insurance.

5. Presentation Materials

Artists are responsible to frame, identify and prepare artwork for installation. The Works will provide labels for each artwork.

6. Promotional Materials

The Works will produce printed and electronic publishing, site signage and walk-a-ways for each exhibit. All promotional material independently produced by the artist or organization must provide logo credit to The Works and must have final approval signed off by The Works before production.

7. Installation and Dismantle

The Works will monitor the installation and dismantle of the exhibits and will provide presentation guidelines. Each participant is responsible for providing the necessary labor, tools, and display equipment. If necessary, festival exhibit production staff can assist participants, share tools and loan display equipment on the basis of availability.

8. Security

Security is limited to the venue's existing security operations. Exhibit attendant volunteers will be provided at select indoor venues during the public hours of operation. Organizations are encouraged to provide their own exhibit attendants. If you have specific security concerns, or if you wish to assist The Works in providing attendants for your site please include these points in your application.

9. Selection Criteria

Please seriously consider these elements in your application.

- Completeness, accuracy and clarity of application.
- Artistic merit.
- Feasibility of project.

Please direct inquiries and send completed applications to

Amber Rooke, Director of Programs and Production

The Works Art and Design Festival # 200, 10225-100 Avenue, Edmonton, Alberta, Canada. T5J 0A1

Email (subject heading: Amber CTE 09): theworks@telusplanet.net

Web: www.theworks.ab.ca Telephone: (780) 426-2122 extension 226 Fax: (780) 426-4673

Other Festival Opportunities at The Works

The Works also has venues for artists, designers, artisans and craftspeople in The Works Art Market and for food vendors in The Works Food Street, both located on Sir Winston Churchill Square, the core facility of the festival. With more than 200,000 visitors during the 13-day festival, these are excellent retail opportunities.

****Please note that this Call To Enter is for festival Exhibits and does not apply to the Art Market or Food Street. Interested individuals or groups should contact Dawn Saunders Dahl for a separate application.****

The Works Art & Design Festival, #200, 10225-100 Avenue, Edmonton, Alberta, Canada. T5J 0A1

Email (subject heading: Attn: Dawn. re: art market or food street): theworks@telusplanet.net

Web: www.theworks.ab.ca Telephone: (780) 426-2122 extension 233 Fax: (780) 426-4673



The Works Art & Design Festival Call to Enter Application Form Festival Exhibits

Applications will only be processed or considered if all application requirements and fee are submitted. Evaluations of applications will not be available.

Contact name: _____

Organization/Group Name (if applicable): _____

Address: _____

Telephone: (_____) _____ Fax: (_____) _____ Alternate: (_____) _____

Email: _____ Website: _____

Under which Application Category are you applying: _____

Title of exhibit or event: _____

Would you like this proposal to be considered for a limited number of year-round programs?

Y/N: _____

Please tell us how you heard about this call: _____

Application Fee Enclosed:

\$30.00CDN Individual. \$50.00 CDN Group. \$20.00 CDN Individual youth
under 26 years of age.

Payment method:

Cash (do not send cash by mail. Hand deliveries only). Cheque (payable to The Works Art
& Design Festival).

Visa Mastercard Number: _____ Expiry Date: _____

Signature of card holder: _____

Print name of card holder: _____

Endorsement

I/We, the undersigned, agree to, if selected as a festival participant, abide by the guidelines set forth in The Works Art and Design Festival Call To Enter guidelines , and allow The Works to use enclosed images for promotional purposes.

Signature of applicant or group representative: _____

Date: (D/M/Y) _____ / _____ / _____

Print name: _____