HUMBOLDT & DISTRICT GALLERY
Submission Guidelines

Exhibition Proposals

The Humboldt and District Gallery ensures that our community has access to a variety of professional visual art installations each year and provides a place for artists to display their work. Twice annually, the Gallery accepts exhibition proposals from artists in all mediums who would like to show in this space, with a focus on presenting the work of Humboldt and district artists, Saskatchewan artists and those artists who can demonstrate a direct connection to the Humboldt region.

We encourage all artists of various experience levels to submit applications to the Gallery for consideration. We are committed to creating a space that is equally accessible for both emerging and established artists. The Gallery staff is also able to assist those new to exhibiting with the process of mounting a show.

All submissions will be reviewed in a timely manner. Various spaces within the Gallery may be offered to artists, depending on the exhibit schedule. A plan of the Gallery may be downloaded at the following link: https://humboldtmuseum.ca/gallery/artists-proposals/.

Our exhibit schedule is developed 2-3 years in advance. We thank you for your patience as these decisions can take some time. Our deadlines for submissions are **June 30 and December 31** of each year. Please have all your material to us by this date or your submission will have to wait until the subsequent deadline. Instructions on submitting a proposal are included in this package.

If you have any questions or would simply like to discuss your proposal, please do not hesitate to contact us at (306) 682-5226 or email us at info@humboldtmuseum.ca.

Sincerely,

Humboldt & District Gallery team

Submission Guidelines for Artists

Thank you for taking the time to put together an application to exhibit your work at the Humboldt & District Gallery.

The Gallery's bi-annual deadlines are **June 30 and December 31 each year**. If a deadline is missed, your submission will have to wait until the following deadline to be considered.

Works in any media will be considered for display, including but not limited to paintings, photography, woodwork, textiles, ceramics, glass, metalwork, multi-media presentations, and mixed medium pieces. Each piece should be correctly labeled with the year it was produced.

For those who have not exhibited before, the Gallery may assist with producing labels and writing introductory statements, as well as answering questions and providing guidance throughout the submission and exhibiting process. The Gallery staff will also assist with installation, promotion, and programming of any exhibition that is selected.

Please note that the Gallery exhibition schedule is planned 2 to 3 years in advance, so please make sure you include when your exhibit would be available within the upcoming **four** years.

Submission Requirements

Please mail in your submission. All materials must be submitted in hard copy with the following exception: if you submit 10 or more images, you may include digital versions of these images on a USB drive. Handwritten or emailed submissions will not be accepted.

Required Hard Copy Documents:

1) Cover letter
2) Exhibit proposal including:
    a. Title of show
    b. Proposed number of pieces
    c. Specific installation or space requirements, if applicable
3) Availability dates
4) Artist statement
5) Current CV (3 pages max)
6) Artist biography
7) Supporting material (2-3 recent reviews, articles, etc. if applicable), no more than 3 pages in length
8) Image list (please number this list to correspond with the images on your USB). Image list must include:

a. Title
b. Medium
c. Date of production
d. Dimensions
e. Artist name if submitting images for a group exhibition

Note: If the pieces have not yet been produced, please provide works that you feel support your application and are indicative of the work you intend to produce for this show.

Digital Documents: ***USB will not be returned***

1) 10 or more digital images of the artwork to be included in your show:
    a. On USB drives only
    b. Images must be numbered to match printed image list
    c. Images must be saved as .tiffs or .jpegs and be compatible with a Windows operating system

Additional Submission Instructions:

- Digital documents must be on a USB drive. Do no submit on DVD, CDs, slides, compressed or zipped files. The Gallery will not accept any submissions that require the downloading of a viewer, plug-in, or converter of any sort.
- Clearly mark all materials with your name, including USB drive.
- Please do **not** include a portfolio. If there is a publication available to accompany the exhibit, please also state this.
- If you have any specific installation or space requirements (multiple works that require buffer area, plinths for sculpture works, oversized works that will require extra people to install, extensive time requirement, etc.) please indicate those in your proposal.
- Please take the time to make your presentation as clear as possible. Save images as .tiff or. jpegs at a resolution of 72 dpi, with a maximum size of 1.5 MB and 1024 X 768 pixels.
- Ensure that your digital images are numbered to match your printed list.

Send your submission to:
Humboldt & District Gallery
Box 2349
Humboldt, Sask.
S0K 2A0

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Checklist – Submission Requirements

This checklist is a tool to assist you with ensuring your submission is complete. It does not need to be included with your submission.

Hard Copy Items
☐ Cover Letter
☐ Exhibit Proposal including: ☐ Title of show ☐ Number of pieces ☐ Special installation or space requirements (if applicable)
☐ Availability dates for your show over the next four years
☐ Artists/Exhibit Statement
☐ Artist Biography
☐ Current CV ☐ Is it 3 pages or less?
☐ Image List ☐ Title ☐ Medium ☐ Date of Production ☐ Dimensions ☐ Artist Name (If in a group show) ☐ Are the digital image files numbered to correspond to this list?
☐ Supporting Materials (if applicable) ☐ 2-3 recent reviews or articles, etc. ☐ Are they 3 pages or less?
Digital Copy Items
☐ At least 10 digital images of artwork (you can include more) ☐ Are they numbered to match the printed image list? ☐ Are they saved to a USB? ☐ Are they compatible with a Windows operating system?
Other Items
☐ Did you mark all materials with your name?
☐ Did you ensure the Gallery received your hard copy submission, and the digital components on a USB, by the appropriate deadline (June 30 or December 31)?

Note: Submissions may take time to be processed. Thank you for your patience. We will respond to all submissions received.

Thank you for your interest in showing your work at the Humboldt & District Gallery. We look forward to receiving your submission!