

2023 - 2024

LACOMBE MUSEUM

GALLERY EXHIBITION GUIDELINES

LACOMBE & DISTRICT HISTORICAL SOCIETY

Suite #100
5005 50th Ave
Lacombe AB T4L2L1

403-782-3933
director@lacombemuseum.com
www.lacombemuseum.com

INTRODUCTION

LACOMBE MUSEUM

ABOUT THE SPACE

The Flatiron Building Museum is a high traffic community facility serving a broad range of users. Youths, families and area visitors utilize the center for special events, workshops, and interaction with the Lacombe Museum & Lacombe & District Historical Society (*LDHS*).

The gallery is 873 square feet and is located on the busy intersection of Highway 12 and Highway 2A in downtown Lacombe, Alberta.

LDHS is actively working to make the space accessible for wheel chair users.

Please see attached floor plan for dimensions and lighting plan.



FAST FACTS

- Three moveable walls and a variety of pedestals are available. Please contact the Lacombe Museum for quantities and dimensions.
- The gallery has a wire hanging system installed.
- Due to the buildings heritage nature, absolutely no new nails, screws, or hooks are to be used in mounting artwork in the gallery.



SUBMISSIONS

LDHS invites submissions from individual artists, groups, institutions, and independent curators working in various media to submit proposals for exhibitions. Your proposal should include:

- cover sheet which includes the name and contact information (*e-mail, phone number*)
- a brief, clearly articulated description of the proposed exhibition
- 10–20 images or media files (*USB or online digital portfolio*) of past or present pieces
- list of titles, dimensions, and media
- current curriculum vitae or artist bio/statement
- are there any dates when the work is not available?
- would you be prepared to share a show – with an alternative medium – i.e. 3D with a 2D?

2023 THEME: REPURPOSE 2024 THEME: STORIES

Please note the 2023 Art Exhibition will be a group show on display July 14th to September 16th 2023. The Exhibition Committee is seeking 5-7 artists with 1-3 pieces each.

2024 Art Exhibition details & scale is not yet decided.

Types of work accepted:

- 2D– painting, drawing, prints, photography, fiber, glasswork, multimedia, and panels which are able to be hung using the wire hanging system.
- 3D– sculptures in 3D and artifact/object-based exhibitions are limited to display cases and available pedestals.

The gallery committee reserves the right to restrict subject matter.



SHIPPING INFO

The Flatiron Building Museum is a 1904 heritage building, with limited access and storage for crates. Sizes of crates must be discussed before exhibitions are booked.

Security and insurance:

As noted above, this is a high traffic facility with visitors passing through the gallery. LDHS has updated security and insurance for the gallery; however successful submissions may require additional insurance. If chosen, you may be required to supply an inventory with value of the exhibition.

Length of exhibitions:

- Exhibitions will run for 8-12 weeks depending on other programming activities at LDHS. The exhibit will remain for the full allotted time.
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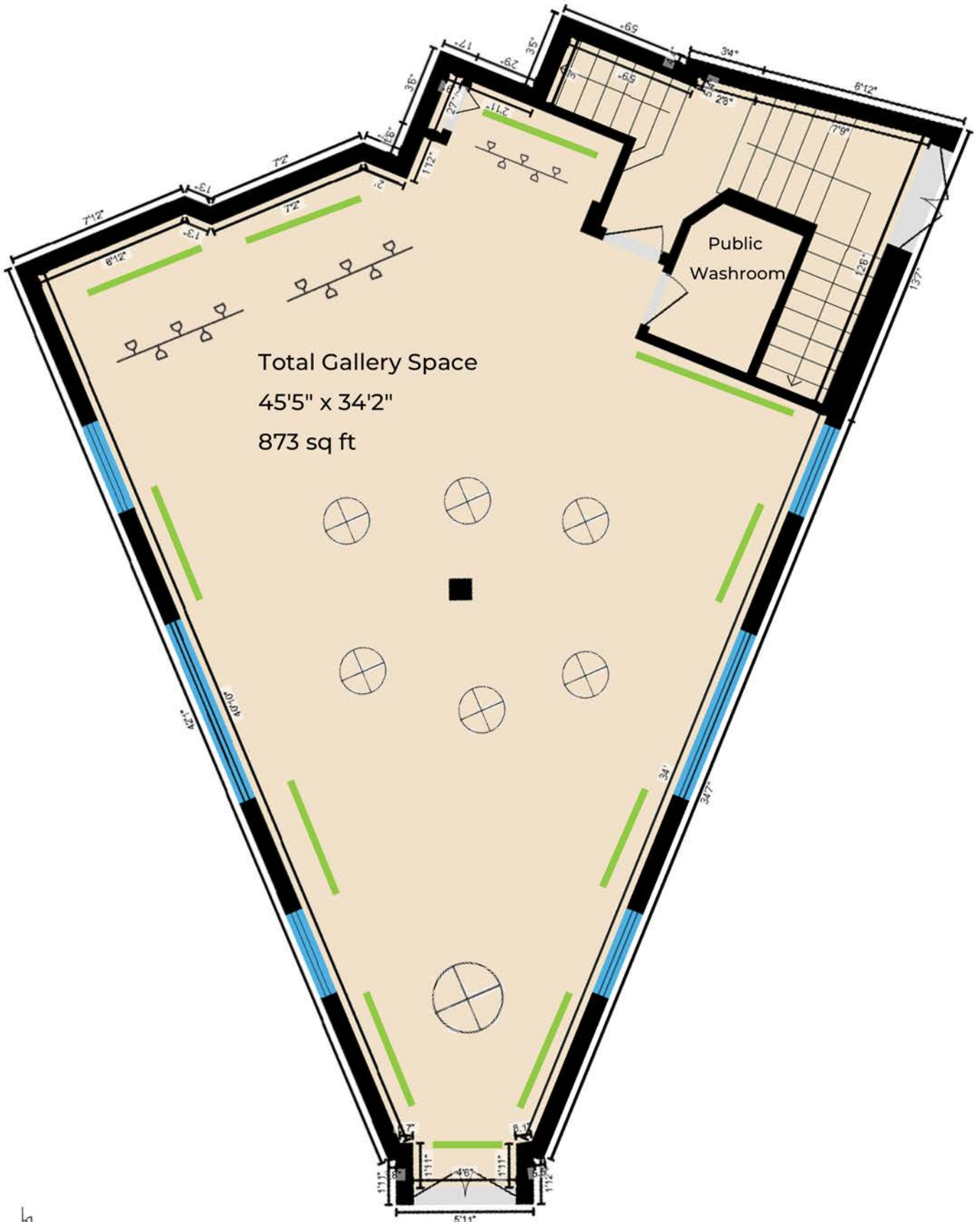
Installation and removal of work:

- All paintings, drawings, and photographs must be framed, wired, and ready for hanging using the installed wire hanging system. Artists accepted for exhibit must have enough work to aesthetically fill the space. Artists must supply their own labeling, which should be mounted to do no damage to gallery walls. Labeling may include title, medium, date of creation, etc., but may not include purchase information or pricing.
- Installation is required to be completed by NOON the day before the show opens.
- Removal will be before NOON the Monday after the show ends. Shows will normally end on Saturday. If you need Sunday to dismantle, please make prior arrangements with the Lacombe Museum at director@lacombemuseum.com or call the office at 403-782-3933.



FLOOR PLAN

Flatiron Building Museum gallery space



CHECKLIST

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
- Availability over next two years
- Indicated which year/theme you would like to be considered for
- Artists/Curator Statement
- Artist/Curator Biography
- Current CV (*3 pages or less*)
- Image List (*please include as many of these details as possible*)
 - Title
 - Medium
 - Date of Production
 - Dimensions
 - Artists Name (*if in group show*)
 - Digital image files numbered to correspond to this list
- Supporting Materials (*if applicable*)
 - 2-3 recent reviews, articles, or references regarding your work

Digital Copy Items

- A minimum of 10 digital images of artwork (*past or present*) is included
 - Are they numbered to match the printed image list?
 - Are they saved to a USB or Cloud Program (*we prefer Dropbox or Google Drive with our systems*)?
 - Are files compatible with a Windows Operating System (*jpg or png*)?

Other Items

- Did you mark all materials with your name?
- Did you ensure LDHS has received your hard copy submission, and the digital components on a USB, by the appropriate deadline (*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 Lacombe Museum. We look forward to receiving your submission!