

# HOW TO HOST

## VENUE RESPONSIBILITIES

- To provide a protective and monitored environment for the artwork.
- To install and dismantle the exhibitions safely and timely.
- To complete all related forms and shipping directives.
- To communicate with the regional coordinator.
- Enjoy the art and activities!

All requests will be filed and attended to on a first-come, first-served basis. We will do our best to provide you with exhibits that fit your needs or suggest appropriate alternatives.

- 1 SELECT** the exhibition(s) you would like with the preferred and alternative periods. Send your completed request form by email, fax, or mail. A contract will be sent to your venue to sign and return. (Once The Art Gallery of Grande Prairie (AGGP) sends you the complete contract your booking is confirmed.)
- 2** There is a **BOOKING FEE** of \$75 per exhibition. Invoices will be sent to your venue in September. All other costs, including shipping, are covered by AGGP.
- 3 PRE-EXHIBITION:** Approximately 3 weeks before the exhibition dates you will receive by mail the exhibition Interpretive and Education Guide (copy to keep), condition report forms, attendance report form, shipping instructions, and a media release to go to local media or on your social media pages.
- 4 INTERACTIVITY:** Each exhibition travels with an Interpretive and Educational Guides containing information pertaining to the exhibition art works and artists, exhibition guided tours, relevant thematic and historical information, curriculum connections, as well as a number of guided art projects.  
Digital copies can be found on the AGGP website. Utilize these for your lessons and programming.  
Artists may be available to visit venues in person to conduct an artist talk or workshop. To find out more about arranging a special event please contact the Manager/Curator.
- 5** You will **RECEIVE** the exhibition a few days before the start of the booking period. The exhibition will arrive in 2-4 crates that should NOT be opened for at least 24 hours to allow the artwork to acclimatize, to become accustomed to the temperatures and humidity of the new environment.
- 6 UNPACK** the exhibition. Please note any special handling instructions included in the crates and fill out the receiving side of the Condition Report form (if there are problematic damages to artwork or crates contact Robin Lynch, Manager/Curator).  
**DISPLAY** the artwork and didactic panels in an appropriate location, with labels beside and not on the plexiglass or artwork.
- 7** Carefully take down your exhibition and **REPACK** artworks inside their designated spots and follow instructions to arrange **SHIPPING** the crates to the next venue.
- 8 POST-EXHIBITION:** complete the outgoing part of the Condition Report form as you take down your artworks, fill out the Publicity and Attendance Report, and email or fax these forms to the Manager/Curator.

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