



VISUAL ARTS EXHIBIT

**Keystone Art Gallery
Manitoba Legislative Building
Lower Level**



Please forward your request to:

Manitoba Legislative Building and Grounds Interpretation Advisory Committee
c/o Legislative Building Events Coordinator
200 – 400 Ellice Avenue
Winnipeg, MB R3B 3M3
Email: Eventsrequest@gov.mb.ca
Tel: (204) 945-0102

Please include the following information in your application:

- Name of Organization
- Contact Information
- Title of Exhibition
- Proposed dates for exhibition (start and end date—please include set up date and dismantle time as well). Exhibits are a minimum one month and a maximum 3 months to display.
- Exhibit Description
- 5—10 jpeg images of artwork that would be included in the exhibition
- Any special requirements
- Proof of insurance

After your Exhibit Application has been received, a Manitoba Government representative will contact you within five working days to discuss your application.

Criteria for Exhibits at the Manitoba Legislative Building ~ Keystone Art Gallery

Purpose: To showcase Manitoba art and heritage, while promoting access by Manitoba arts and heritage community organizations

Criteria:

- 1) Exhibitions should offer visitors something they can appreciate and enjoy – something that will enrich their visit;
- 2) Exhibitions should fall within reasonable expectations of what is appropriately displayed in the Manitoba Legislative Building: i.e. should not display content that is unduly confrontational or controversial or is inappropriate for viewing by any segment of our visiting public;
- 3) Exhibitions should be readily accommodated by the Keystone Art Gallery space (using the cable hanging system and limited space);
- 4) Exhibitions must fit within the existing schedule of bookings;
- 5) Exhibitions must meet government security needs, fragile works must be protected in locked display cases and any additional security must be provided by the booking organization or individual;
- 6) Exhibition content should reflect the Manitoba or Canadian experience.
- 7) Exhibition must last a minimum of one month to a maximum of three months.

OTHER DETAILS:

- The Keystone Gallery has been designed with a cable display system called “Parallel” as well as appropriate lighting and two display cabinets to display artefacts. A maximum of 32 pieces of art may be displayed in the Gallery.
- All costs associated with the displays will be the responsibility of the organization requesting permission to exhibit. Exhibitors will not be allowed to charge admission, place commercial advertising or have items for sale during the display period.
- Artist/Organizations are responsible for installation and dismantling in cooperation with facility management. Samples of display will be required with application.
- In rare circumstances, the length of the exhibition may require alteration due to other events in the building occurring certain times of the year.
- The organizer will provide the Arts Branch Consultant with a synopsis of the exhibition that can be presented for the press and publicity, and accompany the work on display in the Gallery.
- The organizer is responsible to provide signage (approved by Manitoba) in the two official languages that can be used in the building to promote the exhibit. Existing stands can be booked and used – poster dimensions should be 22” x 28” and can be double-sided (foam core can be used).