

## **A step-by-step guide to Hosting AFA Travelling (TREX) Exhibitions:**

### **Selection**

- List preferred bookings on request form
- Send form by fax, email, or request by phone
- Selections will be confirmed or alternatives suggested by Program Manager/ Curator

### **Pre-exhibition**

- About three weeks before the show's arrival, the venue will receive: Exhibition interpretive/ educational guide (copy to keep), exhibition loan contract, invoice, condition report form, publicity report form, visitor sheet
- Sign both copies of contract, return one copy to Program Manager/Curator by mail or fax
- Venue to send PR materials to local media

### **Interactivity**

- Interpretive/ education guides are provided to connect the audience with artists.
- Learning activities for the classroom are offered to engage and inspire students.
- Artists may be available to visit the venue in person or by video-conference. To find out more about arranging a special event such as an artist talk, public reception or video conference, please contact Program Manager/ Curator, Dean Tatam Reeves.

### **Receiving**

- Crate(s) will arrive by transport truck during the first two weekdays of the month
- Important! Please wait 24 hours before opening crates to allow contents to gradually meet venue's temperature and humidity levels

### **Un-Packing**

- Unpack artwork carefully from crates, noting any special handling instructions
- Use condition report form to list incoming artwork
- Inspect artwork/ frames for signs of damage
- Place artwork where it will be displayed (avoid sunlight/ heat sources/ water sources)
- Set up display of artwork and didactic panels
- Attach labels to wall or table surfaces near artwork (no tape or gum on Plexiglas)
- Clean surfaces with soft, clean cloth

### **Packing**

- Carefully remove artwork from walls, shelves or tables
- Complete outgoing condition report form
- Place artwork in designated slots/ containers inside crates
- Place artwork labels in envelopes and put in crates
- Seal crates

### **Shipping**

- Third-party billed to the Esplanade Arts & Heritage Centre.
- Shipping labels are faxed to the venue one week prior to shipping
- The venue arranges shipment to the next venue by the company of their choice.

### **Post-exhibition**

- Fill out publicity and attendance report form
- Mail or fax completed forms, visitor comments and publicity to Program Manager/ Curator
- \$60.00 exhibition fee is due 30 days after exhibition, and payable by cheque to the Esplanade Arts & Heritage Centre, Medicine Hat