

HOW TO BE AN EXHIBITION HOST

1. **SELECT AN EXHIBITION & SEND BOOKING REQUEST:** After looking through the annual booking catalogue, select the exhibition(s) your venue would most like to host along with preferred booking periods (see next page). Next, send in a booking request by going to our website and filling out the form there. The **booking request form** will be available on our main website and LIVE as of May 18, 2022 at 8:00am.
www.albertasocietyofartists.com/trex-southwest/
2. **RECEIVE EXHIBITION LOAN CONTRACT, REVIEW AND SIGN:** Once your booking is confirmed a contract will be sent to your venue. You will then return a signed copy of the contract to the ASA.
3. **PAY THE BOOKING FEE:** The cost associated with booking an exhibition is \$75. All insurance and shipping costs are covered by the ASA. An invoice will be sent to your venue in Sept/Oct 2022.
4. **RECEIVE EDUCATIONAL MATERIALS, PROMO MATERIALS & REPORTING DOCUMENTS:** Approximately one week before the exhibition is scheduled to arrive at your venue, you will receive an exhibition education guide in the mail along with promotional documents meant to spread the word about the exhibition, and a few reporting documents. The **exhibition education guide is yours to keep** and we encourage trying out some of the art activities outlined in the guide while hosting.
5. **RECEIVE THE EXHIBITION CRATES:** You will receive the exhibition a few days before the start of your venue's scheduled booking period. The exhibition will arrive in two to three shipping crates via a third party commercial courier, usually HiWay9. Their trucks have a tailgate, and the driver will have a pallet jack to cart the large crates with, but a venue coordinator at your location is responsible for directing the driver where the crates need to go. All TREX exhibitions travel in custom designed crates with individual slots for each artwork, and the artworks are all easily handled by two people. The shipping crates should not be opened for at least 24 hours to allow the artwork and art frames to acclimatize to varying temperatures, especially during Alberta's cold winter months.
6. **UNPACK & DISPLAY:** Please note any special handling instructions included in the lid of the crates. Next carefully unpack the exhibition. Inspect the artworks for any damage to the frames or shifting of artworks in the matting, and mark any damage down on your venue reporting forms. Notify the TREX manager as soon as possible if any damage is found, otherwise if all is in good condition set up the exhibition in an appropriate location at your venue.
7. **REPACK & SHIP:** At the end of your booking period, you will be responsible for carefully packing the exhibition back into the shipping crates so that it is ready to travel to the next venue. Repack the artworks in the same way you received them. Shipping is arranged and paid for by the ASA.
8. **RETURN REPORTING FORMS:** Immediately following the conclusion of the exhibition period, you will be required to send your filled out reporting forms back to the ASA. These reporting forms are integral to keeping the TREX program running.

**We hope you will consider hosting a TREX exhibition
at your venue this year!**



BOOKING PERIODS

PERIOD ONE — September 1, 2022 to September 29, 2022

PERIOD TWO — October 6, 2022 to November 3, 2022

PERIOD THREE — November 10, 2022 to December 8, 2022

PERIOD FOUR — December 15, 2022 to January 19, 2023 *FIVE WEEKS*

PERIOD FIVE — January 26, 2023 to February 23, 2023

PERIOD SIX — March 2, 2023 to April 12, 2023 *SIX WEEKS (ONE WEEK SPRING BREAK)*

PERIOD SEVEN — April 20, 2023 to May 17, 2023

PERIOD EIGHT — May 25, 2023 to June 21, 2023

PERIOD NINE — June 29, 2023 to July 26, 2023

PERIOD TEN — August 3, 2023 to August 30, 2023

VISITING ARTIST PROGRAM

The TREX Visiting Artist Program offers in person or virtual artist talks/workshops.

The virtual talks or workshops can be tailored to suit the needs of varying age groups or viewing audiences. For a virtual talk, all that is required (equipment-wise) on your end as a venue is to have projection/video, and sound capabilities on site, as TREX SW does not provide this.

While we will strive to accommodate all requests, we cannot guarantee a virtual artist talk or workshop at your venue even if you book one of the exhibitions in the program, simply because scheduling is dependent on demand as well as availability of the artists. TREX SW is endeavouring to have YouTube videos available as well to highlight the artists in the following exhibitions: *WE ARE IMMIGRANTS* and *Alone, Together*.

The Visiting Artist Program is available in conjunction with the following exhibitions during the 2022 - 2023 touring year:

- *Alone, Together*
- *Bring a Folding Chair*
- *Carbon*
- MARY SHANNON WILL dot.dot.dot
(curator discussion available)
- *Never Ending Poetry*
- *WE ARE IMMIGRANTS*



ABOUT

THE TRAVELLING EXHIBITION PROGRAM (TREX)

Since 1980, the Alberta Foundation for the Arts (AFA) has supported a provincial travelling exhibition program. The TREX program strives to ensure every Albertan is provided with an opportunity to enjoy fully developed exhibitions in schools, libraries, healthcare centres, and smaller rural institutions and galleries throughout the province.

The TREX program assists in making both the AFA's extensive art collection and the work of contemporary Alberta artists available to Albertans. Four regional organizations coordinate the program for the AFA:

REGION ONE — Northwest
The Art Gallery of Grande Prairie
aggp.ca/travelling-exhibitions/

REGION TWO — Northeast / North Central
The Art Gallery of Alberta
yourage.ca/exhibitions/trex

REGION THREE — Southwest
The Alberta Society of Artists
albertasocietyofartists.com/trex

REGION FOUR — Southeast
The Esplanade Arts & Heritage Centre
trexprogramsoutheast.ca

THE ALBERTA SOCIETY OF ARTISTS (ASA)

The Alberta Society of Artists is a large part of Alberta's visual arts history, through its members, its exhibitions and other initiatives. The ASA was founded in 1931, making it the oldest society of juried professional artists in the province.

The ASA is an active membership of professional visual artists who strive for excellence and through exhibition, education and communication increase public awareness of the visual arts. The ASA is contracted by the Alberta Foundation for the Arts to develop and circulate art exhibitions to communities throughout southwest Alberta. Each exhibition is designed to unpack easily and install within smaller spaces found in schools, libraries, museums and other public venues.



THE ALBERTA FOUNDATION FOR THE ARTS (AFA)

Beginning in 1972, the Alberta Art Collection was proposed as an opportunity to support and encourage Alberta artists by purchasing original works, as well as creating a legacy collection for the people of Alberta.

The Alberta Foundation for the Arts Act was established in 1991 and the purposes of the Foundation are:

- To support and contribute to the development of and to promote the arts in Alberta.
- To provide persons and organizations with the opportunity to participate in the arts in Alberta.
- To foster and promote the enjoyment of works of art by Alberta artists.
- To collect, preserve and display works of art by Alberta artists.
- To encourage artists resident in Alberta in their work.

LAND ACKNOWLEDGMENT

The Alberta Foundation for the Arts and the Travelling Exhibition Program (Trex) acknowledge that the artistic activity we support takes place on the territories of Treaty 6, 7 and 8. We acknowledge the many First Nations, Métis and Inuit who have lived on and cared for these lands for generations and we are grateful for the traditional Knowledge Keepers, Elders and those who have gone before us. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on. We reaffirm our commitment to strengthening our relationships with Indigenous communities and growing our shared knowledge and understanding.

LIST OF COMMUNITIES

TREX Southwest is pleased to work with schools, libraries, healthcare facilities, galleries, museums and other public venues located within the following communities and surrounding areas:

ACME
AIRDRIE
BANFF
BLACK DIAMOND
BLACKFALDS
BLACKIE
BLAIRMORE
BOWDEN
CALGARY
CANMORE
CAROLINE
CARSTAIRS
CAYLEY
CHESTERMERE
CLARESHOLM
COCHRANE
COLLEGE HEIGHTS

CONDOR
CROSSFIELD
DELBURNE
DIDSBURY
ECKVILLE
EXSHAW
FRANK
GLEICHEN
HIGH RIVER
INNISFAIL
LACOMBE
LINDEN
LONGVIEW
LUNDBRECK
MILLARVILLE
MORLEY
NANTON

OKOTOKS
OLDS
PENHOLD
PIIKANI FIRST NATION
PINCHER CREEK
RED DEER
ROCKY MOUNTAIN HOUSE
SIKSIKA FIRST NATION
STRATHMORE
SUNDRE
STONE NAKODA FIRST NATION
SYLVAN LAKE
THREE HILLS
TSUU'TINA FIRST NATION
TURNER VALLEY
VULCAN
WATERTON

