

1. Artwork may not be entered unless the artist is able to deliver and pick up the work on the required date and time or has made arrangements with someone else to do so.
2. Entries submitted must be the sole work of the participant. Copies of the work of another artist, either under the entrant's name or the artist's actual name, copies of professional photographs and classroom works that instructors have demonstrated on will not be accepted.
3. Work must remain in the gallery until the completion of the show.
4. Paintings must be suitably framed, and/or strongly wired and prepared for display prior to delivery at the Assembly Hall. Artwork that is not "show-ready" at time of drop-off may be subject to display refusal. Artists are responsible for any damage caused by failed hanging equipment.
5. For two-dimensional works, plexiglass must be used in place of glass if any side dimension exceeds 40 inches. Please identify that plexiglass has been used with a label loosely affixed to the top of the frame so that special care may be taken in cleaning.
6. An identification label must be securely affixed to the BACK lower LEFT corner of the work. The label must include the artist's name, phone number, title, dimension, media and price of the work. Unlabelled work will not be covered by insurance.
7. Three-dimensional work can only be displayed if the piece can be installed in existing Assembly Hall Gallery cases. *(Please refer to dimensions of gallery cases on back page.)*
8. Insurance is provided against vandalism, theft, fire, smoke or water damage, but not against accidental breakage of glass or fragile article damage. Insurance begins on stated time and date of drop-off and expires on stated pickup time and date. A value must be given if the work is not for sale.
9. Any work that is deemed fragile, will require an additional waiver, signed by the artist, which acknowledges that the artist assumes the additional risk to the work and that the work is not covered by city insurance for damage.
10. The AH Gallery Committee reserves the right to refuse any work that cannot be displayed safely in our gallery.
11. The Gallery Coordinator will be responsible for supervising the show; In the event of a conflict of opinion on any aspect of installation, final decision rests with the Coordinator.
12. Works must conform to the City of Toronto Workplace Human Rights Policy. The Gallery reserves the right of final decision on the suitability of subject matter.

***I have received and read the above Terms of Entry and agree to abide by the stated terms.***

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

All Assembly Hall Gallery Terms of Entry are subject to change, without notice. These terms and conditions are in effect as of February 2006.

## GALLERY NOTES:

### Rod & Clamp System:

To conform to our rod-and-clamp system, each picture should have screw eyes placed no more than 6 inches down from the top of the frame and the centre of the wire in its hung position should be 3 inches from the top.

### Suitable frame styles and materials:

While we recognize that the cost of custom framing can be very expensive, we caution that some styles of retail frames, meant for home use only, are not suitable. In particular, clip frames do not have the stability or the hanging structure to work with our rod system. Likewise, any frame that has only a single central hanging point cannot be hung in our gallery. Many inexpensive large frames are designed for posters only and do not have the strength to withstand gallery installations.

### Fibre Art:

Fibre art must be suitable for hanging on our rod and track system. We recommend a 4 inch sleeve, securely attached, with the top edge no more than 2 inches from the top of the work on the back side. This sleeve should be fitted with a piece of wooden dowel or lath. The dowel should have screw eyes affixed and be tightly wired with the appropriate strength of wire. Any other display options will be determined on a case-by-case basis and must be approved by the Gallery Coordinator or AH staff.

### Gallery Cases for 3 Dimensional Pieces of Work:

|                  |               |   |
|------------------|---------------|---|
| 4 Display Boxes: | Height: 19 ½" |   |
|                  | Width: 36"    | - The base height is 36", total height is 55 ½"             |
|                  | Depth: 18"    |   |
| 3 Window Wells:  | Height: 42"   |   |
|                  | Width: 33"    | - Window glass is 32" high; works may sit higher up to 42"  |
|                  | Depth: 14"    |   |
| Display Case:    | Height: 60"   |   |
|                  | Width: 108"   | - Display Case has six adjustable (removable) glass shelves |
|                  | Depth: 15"    |   |