



## Exhibition Terms of Entry

1. Artwork previously exhibited at the Assembly Hall Gallery will not be accepted.
2. The artist must be able to deliver and pick up the artwork on the required date and time or must make arrangements with someone else to do so.
3. Submissions must be the sole work of the entrant. Copies of the work of another artist, either under the entrant's name or the original artist's name, copies of professional photographs, or classroom works that instructors have demonstrated on are not eligible.
4. All artwork, including sold works, must remain in the gallery until the show has ended.
5. Two-dimensional works must be suitably framed and securely wired and prepared for display prior to delivery at the Assembly Hall. Artists are responsible for any damage caused by faulty hanging equipment. Wet paintings and artwork that is not "show ready" at the time of drop-off may be refused for display.
6. 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.
7. The AH Gallery Committee reserves the right to refuse any work that cannot be displayed safely in the gallery.
8. Any two-dimensional artwork that has a dimension exceeding 40 inches must be framed with Plexiglas rather than glass. Please identify that Plexiglas has been used with a label loosely affixed to the top of the frame so that special care may be taken in cleaning.
9. An identification label must be securely affixed to both the BACK lower LEFT corner and the FRONT upper LEFT corner of the work. The labels must include the artist's name, phone number, title, media and the value or price of the artwork. Works without labels cannot be covered by insurance. Label templates are available upon request.
10. Three-dimensional work can only be displayed if the piece can be installed in existing Assembly Hall Gallery cases. Please refer to the dimensions of our gallery cases on the following page.
11. Insurance is provided against vandalism, theft, fire, smoke or water damage, but not against accidental breakage of glass or damage to fragile articles. Insurance coverage begins at the stated time on the drop-off date and expires on the stated pick-up time and date. A value must be given if the work is not for sale. In the event of a loss, verification of value of the artwork will be required.
12. It is the responsibility of the Gallery Committee to install each art show. In the event of a conflict of opinion on any aspect of the installation, the final decision rests with the Committee.
13. Works must conform to the City of Toronto Workplace Human Rights Policy. In the event of a conflict regarding suitability of subject matter, the final decision rests with gallery staff.

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

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

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

## INSTALLATION NOTES:

### Rod & Clamp System:

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

### Suitable frame styles and materials:

While we recognize that 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 four-inch sleeve, securely attached, with the top edge no more than 2 inches from the top of the work on the reverse 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"	
North Hall Display Case:	Height:	60"	
	Width:	108"	- Display Case has six glass shelves
	Depth:	15"	

*All Assembly Hall Gallery Terms of Entry are subject to change, without notice. These terms and conditions are in effect as of December 2016.*