

# ASSEMBLY HALL ART GALLERY: TERMS OF ENTRY

## TERMS OF ENTRY FOR ALL PARTICIPANTS/RENTALS:

### 1. Artwork will not be accepted if:

- It has been previously exhibited at the Assembly Hall Gallery
- The work was demonstrated by instructors.
- It is a copy of a work by another artist (whether paintings, photographs, illustrations).
- It is a digital reproduction of the original artist's work
- In photography the image is a reproduction of someone else's work (e.g. graffiti, public art) that has not been creatively interpreted
- It is wet and/or is not "show ready" at the time of drop-off
- The work doesn't conform to our requirements (see below).

### 2. Labels:

- All artworks must have a label both at the front on the reverse with the title, artist name, media, and price. Works without labels cannot be covered by insurance.
- If any contact information (phone, address, email, etc) is included on the Labels, the artist must be acting in a professional or business capacity, and it is therefore not considered personal information. Please do not include contact information on temporary front labels.

### 3. Insurance:

- Insurance is provided to protect the artwork from vandalism and theft. A value must be given for all works submitted, even if it is not for sale. In the event of a loss, verification of the value of the artwork will be required. All reasonable care will be exercised in handling entries while at the Assembly Hall Gallery. The gallery is not responsible for accidental breakage of glass or other fragile article damage including frames.

### 4. Delivery and Pickup:

- Works must be delivered and picked up on the required date and time. There is no secure storage or insurance coverage after the pickup date and time.
- All artwork – including sold works - must hang in the Gallery until the show is completed.
- The artist may appoint somebody else to deliver or pick up their work, but this must be pre-arranged in writing with the group's convenor or with gallery staff.

## **TERMS FOR 2D ARTWORK:**

### **5. Hanging System:**

- All 2D works must be framed and suitably wired for hanging on our rod and clamp system prior to delivery at the gallery. Wall nails are not used.

### **6. Works on Canvas:**

- Canvas wrapped stretcher frames are acceptable. If the edges of the canvas are showing, they must be finished.

### **7. Sizing:**

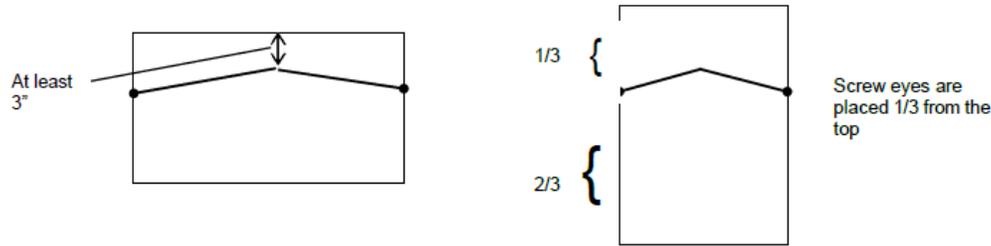
- Two-dimensional works that are 16" x 20" or smaller may, at gallery staff discretion, either be double hung or placed in one of the display cases.
- Please check with gallery staff if your work exceeds 6 feet in any dimension.

### **8. Glass vs. Plexiglas:**

- The gallery is in a public hallway. All works that are not oil or acrylic must be protected either by glass, Plexiglas or a coating on the media itself. Encaustic works must be hard or coated. Any work that is deemed fragile by gallery staff or volunteers can only be displayed if a waiver is signed by the artist.
- Plexiglas must be used in place of glass if any side dimension exceeds 40 inches. Artists must identify on the front of the artwork if Plexiglas is used so that special care may be taken in cleaning.

### **9. Wiring:**

- The gallery has the right to reject faulty or poorly wired frames. A sufficient gauge of wire and screw eyes for the weight of the artwork must be properly mounted. Single strand wire or wire substitutes will not stand up to the necessary handling. Artists are responsible for any damage caused by faulty hanging equipment.
- Textile works can be hung as long as there is a mechanism for hanging (i.e sleeve at the top of the artwork with a rod that runs through using D rings on either end).
- If the work is deemed fragile, the artist will need to sign a waiver upon check in.
- The ends of the wire must be covered with masking tape or equivalent, to ensure there is no potential for injury during the frame check, carrying and hanging process.
- Each artwork must have d-rings or screw eyes on both sides at the back of the frame/canvas, with the wire (in its hung position) is at least 3" below the top of the frame (so that the clamp will not show). If the piece is larger, please aim to have the wire sit 1/3 from the top.



## TERMS FOR 3D ARTWORK:

### 10. Sizing:

- Three-dimensional work can only be displayed if the piece can be installed in existing Assembly Hall Gallery cases. The gallery is in a public hallway and we cannot accommodate works that exceed the size of our cases. No works may be placed on the floor. The case sizes are as follows, however works must fit within the cases:
  - 4 Display Boxes:  
19 ½" H x 36" W x 18" D (Base height is 36", total height is 55 ½")
  - 3 Window Wells:  
42" H x 33" W x 14" D (Window glass is 32" high; works may sit up to 42")
  - Gallery Hall Display Case:  
60" H x 108" W x 15" D (shelves run across)

## GALLERY RIGHTS:

### 11. Non-conforming Works:

- The Assembly Hall Gallery reserves the right to reject any works that do not conform to the above Terms of Entry.
- The Assembly Hall Gallery reserves the right to refuse any work that cannot be displayed safely in the gallery.

### 12. Subject Matter:

- The Gallery reserves the right of final decision on suitability of subject matter and reserves the right to reject any works that do not conform to the [City of Toronto Human Rights and Anti-Harassment/Discrimination Policy](#).

**13. Promotion:**

- The Gallery reserves the right to use images of works on display as part of promotional materials for both the gallery and the exhibition, either online or in print. If you wish to have your work excluded, you must notify gallery staff or volunteers when dropping off the artwork. The main artwork image(s) submitted for the promotion must be included in the exhibition. If the exhibition is juried, a minimum of one non-juried artwork must be selected in advance to be used for promotional purposes and the artwork(s) must also be included in the exhibition.

**14. Arranging:**

- The Gallery reserves the right to arrange the artworks to determine the layout of the exhibition. In the event of a conflict of opinion on any aspect of the installation, the final decision rests with the gallery.

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

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

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