

**Exhibition Application and Guidelines  
-Urbanspace Gallery-**

Date	_____	Name	_____
Email	_____	Company	_____
Phone	_____	Address	_____
Cell	_____		_____
Fax	_____		_____

Exhibition Title: \_\_\_\_\_

Exhibition Dates: \_\_\_\_\_

**Mandate**

*The Urbanspace Gallery was created to explore **the city**. A venue for diverse exhibitions and events, the gallery investigates how cities work, how we might improve them, and how we can learn from the past to create visions of the future.*

*With a focus on "bottom-up", grass roots approaches, a wide range of local and global issues are examined including community, public space, housing, transportation, planning, governance, diversity, sustainability, and citizenship. In partnership with many individuals and organizations, Urbanspace Gallery contributes to an ongoing discussion about cities, and offers visitors a space to learn and reflect on their place within them.*

Urbanspace Gallery will consider projects that reflect our mandate, and that are engaging both in content and design.

***Proposals should include:***

- **A description of the project**
- **Visual support material(s)**
- **Rough installation plan and requirements**
- **Bio and/or CV(s)**
- **Full contact information**

Please forward the above to Cynthia Mykytyshyn, Events and Exhibitions Manager, at [cynthia@urbanspace.org](mailto:cynthia@urbanspace.org).

*The following outlines the guidelines and procedures for hosting exhibitions in the Urbanspace Gallery. Any amendments to this agreement must be expressly consented to in writing by both parties.*

## COSTS

**RENTAL FEE:** Please discuss with the Event and Exhibitions Manager.

**DAMAGE DEPOSIT: \$500** You will be required to pay a damage deposit. It is a *refundable* deposit, insofar as the premises are deemed to be in the same condition as prior to your exhibition. Please pay by certified *cheque*.

**PRINTING COSTS:** Unless otherwise agreed to, all printing costs are the responsibility of the EXHIBITION ORGANIZERS.

***\*All costs related to your use of the space must be paid by 5:00pm 1 week in advance of your exhibition\****

## SCHEDULING

Programming in the Urbanspace Gallery is developed several months in advance. Exhibitions run anywhere between 6 – 12 weeks. The Events and Exhibitions Manager will work with you to find a mutually agreeable timeframe.

## FORMATTING and DESIGN REQUIREMENTS

While we encourage creativity in approaching your exhibition, a few minimum requirements must be considered when designing your exhibition:

- **Language:** The gallery sees a number of diverse visitors pass through. Language must be clear, concise and accessible. Use of inappropriate or offensive language is **not** permitted.
- **Dimensions and Layout:** Each alcove in the gallery measures approx. 6' wide, and 8' tall. There is a total of 10 alcoves, with 2 larger 'feature' walls in the main gallery, as well as a large hallway. Information/image panels must fill the space accordingly (hallway is optional). *We encourage you to view the gallery in advance of your exhibition.* Additionally, font size and graphic size must be large enough that viewers can see them at a comfortable distance of approximately 3 – 4' away. *Please confirm specifications with the Events and Exhibitions Manager before printing.*
- **Materials:** Exhibitors must use sturdy, durable materials for displays. Preferred materials are:
  - Dibond (or similar), foam core, gator board or ultramount for panels mounted inside alcoves
  - banner material (vinyl or fabric) for taller pieces that hang outside the alcoves
  - Removable vinyl applications are permitted, although we have had difficulty with them in the alcoves
  - **NO UNFRAMED PAPER.** Paper is vulnerable to tears, creases, and fluctuations in temperature and humidity; it is difficult to hang and creases easily.

**All visual materials must be professionally printed, mounted, and cut, and of high resolution and quality. Torn, dirty, or otherwise damaged displays will not be accepted and exhibitors will be asked to provide new display materials at their expense.** Urbanspace Gallery is equipped with a wire hanging system (Arakawa Hanging System). All panels must have grommets, d-rings or comparable hardware to accommodate our hooks. This hardware must be professionally installed – no jerry-rigging please!! **No materials can be adhered or attached in any way to the brick walls**

*or wood floors.* Our preferred printer is *Saman Design*, conveniently located on the second floor of 401 Richmond in Studio 208; 416-977-6465; info@samandesign.com

## FINAL APPROVAL

Before an exhibition can be mounted in the Urbanspace Gallery, it must be proofed and approved by a gallery representative. Therefore, a draft must be submitted at least **4 weeks in advance of the opening day**. The draft must clearly demonstrate the intended design (including dimensions, graphics, etc), and must contain *all* associated text. *Please take care to ensure all text is free of spelling and grammatical errors before submission.*

## PROMOTIONAL MATERIAL

Unless otherwise agreed upon, promotion of the exhibition is primarily the responsibility of the Exhibition Organizer. Content must be developed by the Exhibition Organizer, and provided to the Event and Exhibitions Manager for use on the gallery website and through social media **at least 2 weeks in advance**. Support and guidance will be provided as needed. Please credit **Urbanspace Gallery** in all promotional materials. A logo can be provided.

## INSTALLATION

Installation is expected to begin **at least 2 – 3 days in advance of the opening**, depending on the complexity of the exhibition. All installations must be completed by **5pm the day before the exhibition opening day**. **Please schedule accordingly**. More time can be arranged if needed – please discuss with the Event and Gallery Coordinator.

Many professional printers have a timeframe within which they can comfortably work to have your order completed on time. Please ensure you have discussed timeframes with your printer.

Unless otherwise expressly agreed upon, set-up and take-down of the exhibition is primarily the responsibility of the exhibition organizer. The Event and Gallery Coordinator can provide support and guidance as needed.

Limited materials are available for use in gallery installation, including:

- Laser level and tripod
- Hammers, finishing nails
- Tape measures
- Small ladder
- Large ladder

Please come prepared with any additional materials needed for installation.

## **ACCESS AFTER HOURS**

Arrangements can be made to leave the front doors of the building open for public access **only until 8:00 pm on weekdays**. After this time, access in-and-out of the building is restricted. If you must stay late for an installation, please make arrangements with the Event and Gallery Coordinator.

## **DAMAGES**

Any damages to the gallery or property and/or equipment occurring during or as a result of the exhibition installation are solely the responsibility of the **EXHIBITION ORGANIZER** and the

**EXHIBITION ORGANIZER** will indemnify and hold harmless from any and all losses or claims, actions, demands, liabilities and expenses (including legal fees as between a solicitor and his own client and judicial or extra-judicial fees of advocates and notaries) in connection the Premises occasioned or caused wholly or in part by any act or omission of the **EXHIBITION ORGANIZER**.

*Urbanspace Property Group is not responsible for any losses, injuries or damages that may be incurred before, during, or after the duration of your exhibition installation.*

*If you have any questions or concerns, please contact Cynthia Mykytyshyn, Event and Gallery Coordinator, at [cynthia@urbanspace.org](mailto:cynthia@urbanspace.org) or at 416-595-5900 x 4022.*

**Failure to adhere to the guidelines as outlined above will result in the cancellation of your exhibition at the discretion of Urbanspace Gallery.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Ladder Safety Waiver**  
**401 Richmond**

Please read and sign this waiver. Urbanspace Property Group is not responsible for personal injuries sustained from improper ladder use.

- Check the ladder for defects or damage before using the ladder.
- Always open the ladder fully before using.
- Make sure the spreader arms lock securely in the open position.
- Keep the area at the base of the ladder clear.
- Never straddle the space between the ladder and another point.
- Choose appropriate ladder height for the job.
- Stand no higher than the second step from the top. Never stand on the top step.
- When standing on the ladder, avoid leaning forward, backward, or to either side.
- When climbing up or down a step ladder, always face the ladder.
- Whenever possible, have someone hold the ladder for you while in use

I have read and understand the importance of ladder safety.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Returned:** \_\_\_\_\_