

L space Gallery
Humber College Lakeshore Campus
21 Colonel Samuel Smith Dr
Toronto, ON
M8V 1K8



Gallery Terms & Conditions

- ELIGIBILITY:** Humber programs and Humber student groups that have an academic advisor are eligible to apply. Examples of this are creative photography, Ad Week exhibition, etc. Community organizations are also eligible and will be reviewed on a case-by-case basis. If there is any question about eligibility please contact the gallery curator ashley.watson@humber.ca.
- SCHEDULE:** Exhibitions are scheduled for various intervals depending on the demand for the space. Exhibition periods can range from 1 week to four weeks. Exhibition periods may be adjusted during the review process and any modifications will be discussed with the main contact identified on the booking form.
- DEADLINE:** The deadline for applications, for the Fall and Winter semesters, is **April 30, 2013**. The call for exhibitions and events will be reviewed twice annually, with the deadline for the Summer semesters coming in January. Exhibition and event request calls will be posted on Humber internal communiqué one month in advance of the deadline.
- PROCESS:** The Gallery Space Committee reviews all applications and determines an exhibition schedule that reflects the L space's mission and priorities. Applicants will be notified of the schedule by **May 15, 2013**.
- HANGING:** Groups are responsible for ensuring that their work is exhibition-ready (framed, wired and compatible with the L space Gallery's wire and track hanging system or cork board system). Groups must hang and strike their own exhibition during gallery hours on a date and time prearranged with staff. Groups must prepare and supply their own labels. Templates can be supplied, if requested, by the gallery.
- HOURS:** Regular gallery hours are **Monday - Friday from 12 noon - 5 p.m.** Other scheduling may be considered on a case-by-case basis if identified on the application form.

- OPENING:** An opening reception can be scheduled in consultation with staff. Any catering is the responsibility of the participating group and should be done through Chartwell's, Humber's catering company. All associated costs and facilities requirements associated with a reception are the responsibility of the exhibiting group or event. Please inquire with the gallery curator as to the contact information for Chartwell's.
- MARKETING:** L space Gallery will include the exhibition information on its website, in the monthly newsletter, Facebook page, and twitter account. Exhibiting groups are responsible for any additional marketing efforts and costs. The gallery will cover the cost of one printed 24x32 inch poster that will go on the gallery's sandwich board. All other printed materials are the responsibility of the exhibiting group. Printed materials must include the L space Gallery logo and be preapproved by gallery curator. Marketing material should be given to the gallery curator no later than four weeks in advance of the group's exhibition period.
- FEES:** For internal Humber groups there is no fee to exhibit. External community groups should inquire with the gallery curator as to the galleries current exhibition rates. As well, neither the gallery nor Humber will play any role in the sale of artworks unless there are particular atypical circumstances, which will be reviewed on a case-by-case basis and agreed upon by both parties before the exhibition period.
- LIABILITY:** The L space Gallery has the right to refuse any piece that cannot be hung safely in the space. While all due care will be taken with artwork, the L space Gallery does not assume liability for loss or damage of artwork, however caused.

Dated as of March 25th 2013

EXHIBITION/EVENT APPLICATION

Please complete the following information:

Please contact L space Gallery curator Ashley Watson prior to submission to clarify the information required.

Contact Name: _____

Phone/Ext: _____ Email: _____

Program/Group
Name: _____

Alternative Contact Name: _____

Phone/Ext: _____

Email: _____

Name & Description of Exhibition/Event (2-4 Sentences):

Preferred Dates for exhibition: _____

Estimated Number of Exhibition/Event Participants: _____

I have read and agree to the gallery terms and conditions

Signature

Date

Incomplete applications will not be considered.

Please mail or drop off your completed application to:

Ashley Watson

Lakeshore Campus

3199 Lake Shore Blvd. W., Toronto, Ontario, Canada M8V 1K8

Questions? Contact ashley.watson@humber.ca or 416-507-9547