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# ARTSPEAK

## GALLERY

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1942 Wyandotte St E Windsor ON | 519-252-2787 | [info@acwr.net](mailto:info@acwr.net) | acwr.net

## ARTIST TIMELINE

### UP TO A YEAR IN ADVANCE

Contact us by email, telephone, or stop by the Gallery during office hours (Tues - Fri 1-5pm, Wed 1-7pm) and fill out a submission form. We book up to a year in advance, and our bookings tend to fill up pretty quickly, so the sooner you contact us, the better your chance of booking within the time frame you want.

#### CONFIRMATION OF EXHIBITION

- Check out the space and the dimensions to know that it will suit your needs
- Start compiling a list of works to be included in the exhibition, or start creating the works to be included
- Check out the **Ontario Art Council's Exhibition Assistance Grant** and see if you can apply. Please note that your contract must be signed and your deposit must be accepted in order to receive confirmation of your exhibition.

### MINIMUM SIX MONTHS PRIOR TO YOUR EXHIBITION

- Sign contract - YOUR GALLERY SPACE WILL NOT BE HELD FOR YOU UNTIL THE CONTRACT IS SIGNED AND DEPOSIT IS ACCEPTED.
- A 50% deposit of the total rental fee will be required when signing your contract. The Artist will forfeit the deposit for cancellation of the agreement at any time for any reason if the cancellation is less than 6 weeks prior to the booked date
- Confirm that your membership to the ACWR is up to date
- Confirm the title of your exhibition

### SIX TO EIGHT WEEKS PRIOR TO YOUR EXHIBITION

- Finalize complete payment for your rental
- Confirm with ACWR staff if you plan to hold a reception or another event during your rental (i.e. extra gallery hours, meetings, studio visits)
- Send out invitations/notices to your personal contacts about your upcoming exhibition and reception
- Supply the ACWR with a stack of invitations/posters to distribute to visiting patrons and organizations.
- Supply the ACWR with photos of your work for promotion of your exhibition in jpeg format
- Supply the ACWR with an artist BIO, artists statement
- Supply the ACWR with a description of your exhibition for promotion
- If you are creating a press release send this to the ACWR for distribution
- Post on all your website and/or social media sites. (i.e. facebook, twitter etc)

## TWO WEEKS PRIOR

- If you are planning a reception with alcoholic beverages you will need to obtain a liquor license. Visit the iAGCO portal online and set up an account to apply. Be sure to apply for a Special Occasions Permit - Public Event, a minimum of 10 days prior to your reception date. Once received please give a copy to the ACWR office.
- Begin to think about transportation of your artwork
- Send out a reminder email to all your friends and patrons about your upcoming exhibition
- Confirm assistance for your installation (it is much easier to install a show with more than one person)
- Confirm all works 2D artwork (wall art) is ready to be hung and all 3D (sculpture) work has a secure display.

## ONE WEEK PRIOR

- Pick up key from the ACWR office (Tues - Fri 1-5pm, Wed 1-7pm) Provide a \$50 security deposit when picking up the key (cash, cheque or credit). This deposit will be returned to you upon ACWR's receipt of the gallery key. When picking up the key you will also receive instructions on how to operate our alarm system.
- Finalize your inventory and price list for the exhibition
- Create labels for all artwork that is to be included in the exhibition (example of card: Title, Date, Medium, Size, Price)
- Confirm your transportation of your artwork
- Compile a tool kit for installation of your exhibition (i.e. Hammer, nails, screws, tape measure, ladder (the gallery has a 6 ft step ladder available for use) - please note the Gallery does have some tools available, please confirm with Gallery staff prior to your installation what is available
- Provide the office with a float if you wish us to conduct small sales (sales higher than \$25 must be arranged by the Artist)

## INSTALLATION DAY

- Confirm you have your tool kit
- Submit your inventory list with titles, sizes and prices to the office (email to outreach@acwr.net)
- You will take possession of the gallery at 1pm on Sunday. The person who is exhibiting prior to your show has until 11am to remove the art from the gallery. You can start moving your things in at 1pm. The two hour window between 11am and 1am is reserved for paint and patches to dry from the previous rental. (DO NOT ACCESS THE SPACE BEFORE 1PM ON YOUR SUNDAY START DATE)

## RECEPTION

- If you are serving food at your reception you are responsible for cleaning up. Remember to bring all you need when serving food, example; plates, forks, napkins, toothpicks, cups, ice, and tablecloths.
- Please return the gallery and bathroom to the state it was in when you first arrived. There is a broom and dustpan available for you downstairs if needed.
- There are folding tables and chairs available for your use in the basement. When you are finished with the tables please fold them back up and return them downstairs.

## NOTES

- You will have access to our basement and washroom facilities throughout the rental
- A ramp for wheelchair access to the gallery is stored in the washroom, this is available for your use if needed
- You must notify ACWR staff at least one month before your rental if you are planning on exhibiting installation work and/or large sculptural pieces as this can conflict with meetings/events we have planned for the space.
- We also ask that both a cleared space and a clear line of sight be kept from the door to our office to the front door of the gallery.
- Do not leave food-based garbage in our washroom garbage. Please place trash in the dumpster closest to our building in the alley to the east of our building
- The office will be locked separately and you will not have access outside of our regular hours
- Supplies for patching the gallery during takedown are available for use can be found in our basement on the hardware shelf

- If you require access to a landline phone, please inform gallery personnel in advance of your show
- If you are not sitting the show you might want to leave a guest book, pen and some business cards or flyers in the gallery.
- The Office is open Tuesdays to Fridays 1-5pm and Wednesdays 1-7pm, the gallery will be opened and staffed for these hours. If you want to open additional hours you are welcome to do so. You must be personally present in the gallery space if you are hosting hours outside of our staffed hours. Please confirm with ACWR staff prior to setting these additional hours that there are no other events planned for those dates and times.

## **FOLLOWING YOUR EXHIBITION (EXHIBITION STRIKE DATE)**

You will need to have all artwork down and out of the gallery by 11am on the last day (Sunday) of your rental. The gallery must be in the same shape as it was when you originally rented it. Any messes need to be cleaned up, garbage removed, all your item taken with you. A broom, dustpan, and mop are provided (in basement). Please make use of them.

The key must be returned during ACWR's open hours the week following your exhibition. You will need to come in person during our office hours to return the key and have your security deposit returned to you. Do not drop the key in the mailbox.

## **TAKE DOWN**

You are responsible for bring your own hammer, nails, measuring tape, pencils, level and any other materials you need to set up and take down your show

## **PATCHING AND PAINTING HOLES - STEP BY STEP**

(The following are all supplied on the hardware shelf in the basement)

- All Purpose Compound
- Gallery Paint
- Scraper
- Sand paper
- Small paint roller and tray

**Step 1:** Make sure the wall and hole from the nail are clear of debris. If needed you can take a damp cloth and wipe away any excess debris.

**Step 2:** To apply, simply use the scraper to apply a small amount of All Purpose Compound over the hole. Clean off the scraper. Using the scraper drag it down the wall over the compound to smooth the compound in and over the hole. You are looking to fill in the hole while leaving a smooth surface on top. Apply to all the nail holes on the walls.

**Step 3:** Let the compound dry. This takes approximately five-ten minutes.

**Step 4:** Once the compound is dry take the sand paper and lightly sand any hard edges or imperfections left over from the compound for a smooth surface.

**Step 5:** Open the can of paint and stir with the stir stick. Using the small paint roller apply a small amount of paint over the compound. Caution: do not drip on the floor. Drop cloths are available in a rubbermaid bin beside the fridge.

**Step 6:** Let walls dry. Clean roller in the DOWNSTAIRS sink with warm water till the water runs clear. Close and seal tightly the lids of both the compound and the paint and return ALL materials

**Step 7:** If need: you will find the broom in the back (in the washroom). Please sweep up any debris.