

UTS CENTENNIAL ART EXHIBITION

GUIDELINES

To: University of Toronto Schools (UTS) alumni, current and former staff, parents and students.

Regarding: Entry of artwork for the Centennial Art Exhibition. Below are the Guidelines to facilitate the installation of the exhibition and also ensure that we have the required information for insurance purposes.

ELIGIBILITY

- All UTS alumni, current and former staff and parents are eligible to enter up to two pieces of artwork.
- Current students are eligible to enter one piece of artwork.

Space is limited and entry to this exhibition is first come, first serve. The attached Loan Agreement must be completed and submitted to the Centennial Art Committee by **March 1, 2010.**

PRESENTATION

- **Size:** Maximum size of 3'0 (.9m) in one dimension framed or 50 pounds (22.68kg) for sculpture.
- **Frames:** Frames and mats must be in good condition. Work must be properly secured to the frame. Masking tape or parcel tape are not acceptable.
- **Hanging Devices:** All works, including gallery-wrap canvas, must be equipped with a strong wire for hanging. Where possible, the wire should extend to three inches below the top of the frame. Frames with clips or other non-standard hardware will not be accepted.
- **Safety:** To avoid injury to those installing the show, metal frames should have clean corners without exposed rag metal and the ends of the hanging wire should be wrapped with tape.
- **Special Handling:** Artists must indicate the need for special handling of any work, such as the use of Plexiglas.
- **Identification:** All works must be labelled on the back or in the case of sculpture on the base, with the Artist's name, telephone number, title, medium, and selling price or valuation if NFS (Not For Sale).

DELIVERY & PICK-UP:

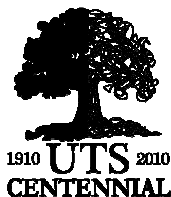
- Artists are responsible for the delivery and pick-up of their work.
- **Work is to be delivered to UTS, room 105 (gymnasium) on Thursday May 27, 2010 between 12 - 8pm. Please use gym doors at the corner of Bloor and Huron.**
- Upon submitting the Loan Agreement, artists will receive an Entry Form, which must be completed and submitted upon delivery of the work. It is the responsibility of the artist to make sure that the price of their work is legible. Works where the price is not legible will be shown as not for sale.
- The work must be unpacked by the Artist and all packaging materials removed from UTS.
- Artists are responsible for checking the accuracy of the information on the identification tag next to their work.
- UTS will charge 30% commission on all sales.
- **Work must be removed from UTS on May 30, 2010 between the hours of 2 - 4pm.**
- Unclaimed work will become the property of UTS and will be disposed of as UTS sees fit.

UTS LIABILITY:

- Works of art are insured by UTS until the close of the exhibition.
- The value for insurance purposes will be the selling price less the 30% commission, and the selling prices must accurately reflect the artist's current pricing.

UTS Centennial Art Committee

University of Toronto Schools · 371 Bloor Street West · Toronto ON · M5S 2R7
Phone: 416-946-7012 · Email: centennial.art@utschools.ca · Fax: 416-971-2354



UTS CENTENNIAL ART EXHIBITION

LOAN AGREEMENT

Please complete this form by March 1, 2010 and mail or fax or scan and email to the address below with an image of the work. Once the Loan Agreement is received you will receive an Entry Form to accompany your work upon delivery.

This Agreement made between (the Artist) _____

Affiliation with UTS: _____ Address: _____

Telephone: _____ Email: _____ Fax: _____

and the University of Toronto Schools (UTS) Centennial Art Committee.

1. The Artist has read, understands and agrees to the Guidelines of the UTS Centennial Art Exhibition
2. The Artist agrees to lend UTS, for the purpose of exhibition, the work of art described below.
3. The work will be part of a group exhibition to be shown at UTS.
4. The Artist authorizes UTS to sell the work during the term of the show, or indicate Not For Sale (NFS).
5. The Centennial Art Committee will post the Artist's name and the selling price adjacent to the work.
6. The Artist agrees to submit an image of the work (electronic image or photograph). Electronic images should be jpeg format only, no larger than 1 MB.
7. The Artist agrees that an image of the work may be used for any UTS Centennial communications vehicles including the UTS website.
8. UTS will charge a commission of 30% on any sales. Funds received will go towards UTS.
9. In the event of loss or damage to the work occurring on UTS' premises the parties will attempt to agree on a valuation of the work. If the parties are unable to agree, the valuation will be determined by an independent valuator selected by UTS, whose decision shall be final and binding. The liability of UTS, if any, is limited to the valuation referred above.
10. Remaining works must be removed from UTS by the Artist on **May 30, 2010 between 2 - 4pm**. UTS will not be responsible for any loss or damage to the work beyond that date. Unclaimed work will become the property of UTS and will be disposed of as UTS sees fit.

Dated on the _____ day of _____ 2010.

Artist's Signature _____

Delivery: May 27, 2010 from 12- 8pm • **Exhibition:** May 29, 2010 from 10am - 4pm • **Pick-up:** May 30, 2010 from 2 - 4pm

Work 1. Title _____ Medium _____

Size _____ Sale Price/ Value if NFS _____

(Students, one work only)

Work 2. Title _____ Medium _____

Size _____ Sale Price/ Value if NFS _____

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