



EXHIBIT TIMELINE

UP TO A YEAR IN ADVANCE

- Contact LAC by email, telephone, or stop by the Gallery during office hours and fill out a submission form. We book exhibits 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 the time and exhibition space you'd like.

CONFIRMATION OF EXHIBITION

- Check out the exhibition space dimensions to know what work will fit in which of the three galleries.
- 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 for this to cover gallery rental fee, transportation, framing, advertising and other eligible exhibition related costs.
- Please note that your LAC contract must be signed and your 50% deposit must be accepted in order to receive confirmation from the LAC of your exhibition.

MINIMUM SIX MONTHS PRIOR TO YOUR EXHIBITION

- Sign contract - YOUR GALLERY SPACE WILL NOT BE HELD UNTIL THE CONTRACT IS SIGNED.
- Additionally, a 50% deposit of the total rental fee will be required when signing your contract or it will not be considered booked. Accepted forms of payment are: cash, cheque, Visa, MasterCard, debit or PayPal.
- Confirm that your membership with the LAC is up to date; this will save you 5% on commission of sales. Non-member exhibition sales are subject to 30% commission, members 25%.
- Confirm the title of your exhibition and provide the LAC with a jpeg image and short description of the exhibition.
- If considering applying for Exhibition Assistance through the Ontario Arts Council (OAC) to assist in costs such as the gallery rental fee, advertising, framing, transportation... do so now. Contact the LAC for more information or visit: <http://www.arts.on.ca/Page122.aspx>. Typically this process takes a minimum of 3 mo.
- Confirm your reception date with LAC staff to be certain there will be any other events (i.e. meetings, workshops, etc that will be held during your exhibition.)

FOUR TO SIX WEEKS PRIOR TO YOUR EXHIBITION

- Send out invitations/notices to your personal contacts about your upcoming exhibition and reception
- Supply LAC with a stack of invitations/posters to distribute to visiting patrons and organizations.
- Supply LAC with an updated artist Bio and/or artist statement.
- If you are creating a press release send this to the LAC for distribution to its members and media list.
- Post exhibition info 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 Special Occasions Permit (SOP). You will need to go to the LCBO to get the proper forms or find them online at the AGCO. Be sure to apply for your liquor permit a minimum of 10 days prior to your reception date at the LCBO in Learnington. The permit will take a few days to process, once completed and picked up, please give a copy to the LAC office to be held on file for the reception.

- Begin to plan/organize transportation of your artwork.
- Send out a reminder email to all your friends and patrons about your upcoming exhibition.
- Confirm assistance for your installation if friends/family helping you.
- Confirm that all 2D artwork (wall-art) is ready for hanging with hanging hardware (wired backs) and no alligator clips please (LAC gallery uses a rod and hook hanging system, we have a no nail policy). 3D artwork (free standing art) must be stable and ready for display.

ONE WEEK PRIOR

- The artist confirm with the Director, date/time of hanging and installation of artwork.
- Finalize payment for the rental of the exhibition space.
- Finalize your inventory and price list.
- Confirm transportation of your artwork
- Compile a tool kit for installation of work – please note that the LAC has some tools available but may not have all that you may require, please confirm with LAC staff prior to your installation.

INSTALLATION DAY

- Delivery of artworks to the LAC.
- Move all artwork into the gallery. You may use the elevator through the grade entrance.
- Submit your inventory list with titles, sizes, medium and prices to the office.
- LAC staff will compose the hanging and displaying of the artwork in coordination with the artist(s).
- LAC Director retains the right to final curatorial and installation decisions.

RECEPTION

- Reception is optional, but recommended to promote the exhibit and generate sales.
- If you are having alcoholic beverages at your reception and have obtained your SOP a copy must be on file at the LAC office the night of the reception.
- A kitchenette is available with a small fridge, sink, microwave, coffee maker, kettle, knives, dishes and platters. Tables, table clothes and chairs are also available. Anything in addition will be the artist's responsibility.
- The gallery staff will assist the artist with the set-up and take down of the reception.

DE-INSTALLATION

- The exhibit will be dismantled between 2-4pm the last day of the exhibition per your contract (other time or arrangement may be made in advance with the LAC staff if needed)
- The LAC staff will assist the artist with the dismantling of the exhibit.
- You are responsible of bringing any tools and materials necessary for properly handling the artwork after take down (ie: carts, bubble wrap.)

LAC staff and the South Arts Association look forward to working with you. If you have any questions please do not hesitate to contact us. We will gladly work with you and make any necessary adjustments to this timeline to create a meaningful and memorable exhibition experience for everyone.

Chad Riley, MFA
Director

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