

GLADSTONE HOTEL

GUIDELINES FOR EXHIBITING AT THE GLADSTONE HOTEL

All exhibition participants are required to attend a pre-exhibition meeting to review move in, set-up, event, and move out procedures as outlined by the Gladstone and to answer any questions or concerns. Only silent work after 9 PM remember that there are hotel guests. All materials and tools must be cleared by 12 PM on opening night and stored offsite or in unused room washrooms only. Early check in may be accommodated at additional cost to the exhibitor and solely at the discretion of hotel management.

INSTALLATION AND SET UP-What to expect:

- All EXHIBITORS must attend meetings as defined by curator or MD Artistic Projects and communicate installation needs a minimum of 30 days prior to arrival.
- All promotional material is due 60 days prior to event or as defined by the MD Artistic Projects in collaboration with curator.
- Individual EXHIBITORS are fully responsible for installing their own work and providing the necessary tools, labour and equipment to do so (including ladders, level, measuring tape n& pencil).
- Our hanging system is the preferred method of hanging work and is simple to use it to prevent damage to our heritage facility. The system requires that D-rings/hanging wire be placed one inch from the top of the frame.
- EXHIBITORS must strictly adhere to hotel guidelines for installations and must have management approval for any installation techniques which are outside of stated guidelines.
- Special requirements or assistance may be arranged with the Hotel in advance for a negotiated fee. Any requirements which are not pre-negotiated will be accommodated at the discretion of the hotel and at additional cost to the EXHIBITOR.
- The EXHIBITOR is responsible to contain their exhibit to the space designated by the hotel and/or EXHIBITION/EVENT HOST
- EXHIBITORS requiring use of electricity must use proper power bars. Household extension cords are not permitted. All electrical cords must be secured to floors/base boards with hotel approved cloth gaffer tape to prevent safety hazard. Additional lighting for rooms and hallways must be approved by the Gladstone Hotel or will be subject to removal. The Gladstone is not liable or responsible for any loss or damage due to failure or interruption of electrical service. **Note: cloth gaffer tape is available at film supply stores (The Source Shop).

In keeping with the historic preservation of our hotel the EXHIBITOR will please be mindful of the following restrictions:

- Exhibitors are responsible for bringing their own tools and hardware including ladders.
- No drilling ,screwing or nailing into floors, moldings, brick walls or any wood work on base boards, windows or doors.
- No removal of drywall, electrical fixtures or thermostats without prior approval from the MD Artistic Projects.
- No suspension from sprinkler pipes is allowed.

- Use of adhesives such as double sided tape, sign vinyl, blue tack, Velcro dots and other adhesives are strictly prohibited – permitted adhesives are green painters tape and Command brand non damaging hooks or Velcro strips.
- All painting must be approved by the hotel. The Gladstone reserves the right to assign predetermined costs to restoration of the walls to original finish. Magnetic, blackboard and dark colored paints must be pre-approved by the Director of Exhibitions
- Where plaster walls are present work must be with hung with either Command brand picture hooks, Monkey hooks for drywall, proper picture hooks.
- Any drilling or nailing must be pre-approved and be kept to a minimum. The hotel recommends #8 screws. Holes for screws and plugs must be pre-drilled. Plaster/Mason walls require Tapcon screws which must be pre-drilled with proper masonry bit (available at all hardware stores)
- Heavier works must be hung with a hanging strip. Any hanging materials used for installation must be removed by the EXHIBITOR immediately following event.
- Ceiling suspension must use existing ceiling hardware and cannot exceed more than 1kg per hook.
- Under no circumstances are EXHIBITORS permitted to install food installations in the Hotel.
- All spaces must be returned to their original condition and carefully de-installed, failure to do so will result in loss of damage deposit.
- Sculptural pieces and smaller objects can not be displayed in main gallery hallways, EXHIBITORS must secure them in studios, in a secure display or mounted securely.

STORAGE & WASTE: Storage outside exhibition space is prohibited. If Exhibitors need storage they must make space within their rented space, following the Hotel's health and safety requirements. The hotel will not dispose of waste from exhibitions projects, this must be removed by the EXHIBITOR.

PROMOTIONS Due to curator of group show 60-90 days prior to opening:

- Title of work
- Dimensions & location of work
- 2-3 images to represent work in promotions
- 50 word max bio
- 100 word max description of work
- Weblink

DURING EVENT:

- EXHIBITORS agree to keep their designated exhibition space sufficiently staffed.
- EXHIBITORS assume security risks for individual rooms and exhibits.
- The Gladstone Hotel owns re-broadcasting rights of video and/or photographic documentation of events within the Hotel.

Responsibilities of exhibit participants:

- All fire, safety and security regulations for the hotel must be adhered to.
- Stairs and hallways must be kept clear at all times.
- Exhibitors/Gladstone Guests are advised to insure their property and any all property entrusted to them for display or other use in connection with the exhibition against risks of fire, theft, burglary, leakage, and water damage, and the risks of transport to and from the show. The EXHIBITOR assumes all risk of loss related there to. The Gladstone Hotel will not be liable to any EXHIBITOR/Gladstone Guest for any

direct, incidental or consequential damages or loss to the exhibitor or his/her property arising from or connected with the exhibitor's participation.

- In signing their contract, each EXHIBITOR releases the Gladstone Hotel and their agents, employees, directors, officers, and shareholders from liability and will provide a copy of its certificate of insurance.
- Any damage to historic wood moldings and windows or floors will result in the loss of your security deposit.
- Absolutely no painting of any wood work/moldings/doors or window casings
- All exhibitors are required to complete the Exhibition Participant Details page attached with a basic sketch of their exhibition.
- Extended check out will be accommodated at additional cost to the exhibitor and solely at the discretion of hotel management.