



Holcim Gallery Exhibitors Welcome Guide

FirstOntario Arts Centre Milton

We're delighted by your interest in exhibiting at the Holcim Gallery, located within the FirstOntario Arts Centre Milton. This beautiful and accessible space is designed to celebrate creativity and connect local artists with the community.

Whether you are a seasoned professional or just beginning your exhibition journey, we are here to support you every step of the way. Our team is committed to helping you create a meaningful and memorable experience.

We look forward to working with you and sharing your artistic vision with our visitors.

Who can apply to rent the gallery?

The Holcim Gallery is a dedicated exhibition space for professional artists and curators. We welcome proposals from individuals and groups who are committed to presenting high quality, thoughtfully curated exhibitions.

Priority is given to:

- Artists and curators residing in Halton Region
- Group exhibitions with at least 60% Halton representation.

If a proposal does not meet the 60% Halton representation threshold, it will still be considered after applications that meet this requirement have been reviewed. This ensures that we abide by the Town of Milton's Space Allocation Policy and continue to support and showcase the vibrant local arts community while remaining open to diverse artistic voices.

Rental Rates and Inclusions

Renting the Holcim Gallery costs \$353.92 +HST per week (as of September 1, 2026) with a minimum rental period of three weeks.

Your rental includes:

- Installation of artwork
- Printed labels for each piece
- Promotion on our website and social media channels
- Insurance coverage for the duration of the exhibition
- The opportunity to host an opening reception

Please note:

- All rental fees are subject to HST
- Rates are effective September 1, 2026 and may be updated pending Town Council approval of the User Fees Bylaw. A detailed list of fees can be provided upon request
- The Holcim Gallery reserves the right to present exhibitions, including curated shows to ensure a dynamic and diverse experience for our visitors.

Insurance and liability:

The Town of Milton provides insurance coverage for artworks while on display in the Holcim Gallery, up to \$3,000 **per piece** and a total of \$50,000 **per exhibition**. Please note that accidental breakage of glass or damage to fragile items, including frames, is **not covered**. Artists are responsible for arranging any additional insurance, including coverage for works in transit.



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All reasonable care will be taken in handling artwork accepted into the Holcim Gallery. Insurance claims must be submitted **before** artwork is removed from the Holcim Gallery. Valuation is based on the cost of material replacement or proof of comparable sales within the past 24 months.

Insurance coverage ends at the time stated on your Holcim Gallery permit. There are no secure storage facilities available after the exhibition closes, and the Holcim Gallery is not responsible for any items left on site beyond the rental period.

For receptions, **event insurance** is also required. Please refer to the reception guidelines for full details. Reception dates must be pre-approved by the FirstOntario Arts Centre Milton.

Holcim Gallery Display Specifications:

The Holcim Gallery offers a total of 159 linear feet of hanging space, including 64 feet on repositionable interior walls. These movable walls can be adjusted within the Holcim Gallery layout but must always remain inside the Holcim Gallery.

The Holcim Gallery's hanging track system is installed at a height of 8 feet. To properly utilize the clip and rail hanging system, several inches of clearance below the track are required. This ensures a safe and effective installation of artwork and allows for optimal presentation.

In addition to wall space, the Holcim Gallery provides the following display cases:

Three display blocks with acrylic covers each measuring:

Block: 24" W x 24" L x 48" H

Cover: 24" W x 24" L x 24" H

One display block with an acrylic cover, measuring:

Block: 24" W x 48" L x 48" H

Cover: 24" W x 48" L x 24" H

These blocks are ideal for showcasing sculptures, ceramics or other three-dimensional works. Artists should ensure their pieces fit securely within the acrylic covers and consult with the Gallery Administrator for placement and handling guidelines.

Please note: Items may not be displayed directly on the floor without prior approval from the Holcim Gallery Administrator.



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3. **Rental payment** is due on the **first day of the month prior to installation**. Payments can be made by **credit, debit, or cheque** (payable to the Corporation of Town of Milton).

Before applying, please review the following documents:

- Terms of Entry
- Artist Submission Requirements

Fees and Cancellation policy

- Holcim Gallery rental fees are due in full, 30 days prior to the exhibition start date.
- If the applicant no longer requires the rental, a refund may be issued **provided** written notice is received at least 14 business days prior to the scheduled event.
- In such cases, the applicant will receive a refund, less a 20% non-refundable deposit.
- No refunds will be issued if cancellation notice is received within 14 calendar days of the event date.

What kind of publicity does the Holcim Gallery offer?

You are responsible for marketing and promoting your event. We are pleased to offer some value-added items to help spread the word about upcoming events at the Centre. We will promote your event through our website and social media.

Please provide:

- A small paragraph (250 words) describing the exhibition, its title, and participating artists
- Links to websites and/or social media of participating artists
- Up to three images in pdf or jpeg formats

What are the Holcim Gallery hours?

The Holcim Gallery is open during Chudleigh's Box Office hours. The Holcim Gallery is closed civic and statutory holidays and holiday weekends.

The Holcim Gallery will also be open one hour prior to all shows in the theatres and closed following intermissions unless otherwise requested. Please note the hours of the FirstOntario Arts Centre Milton are subject to change. The centre reserves the right to host public events in the Holcim Gallery during scheduled exhibitions. This information will be communicated in advance.

What other information do I need to provide in advance of the exhibition?

You are required to submit a complete listing of artworks, with artist name, medium, size, price for sale, and valuation for insurance, to be exhibited in the Holcim Gallery using the provided template a minimum of **one week before the installation** date to the gallery administrator. The artists may delete works from this list during the hanging process. The listing will be used as an inventory list for insurance purposes and to make labels. Please proofread the list carefully to ensure all label information is correct. If a piece is not for sale (NFS), the insurance value must still be included on the form but will be marked "NFS" on the label. The Holcim Gallery also requires notice of any sponsorships associated with the exhibition.



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Who is responsible for installation? What does installation day look like? (Sign-In)

Members of the exhibition installation team are responsible for the installation of artwork unless otherwise discussed with the gallery administrator. The artwork must arrive at the Holcim Gallery suitably wired and ready to hang. We require that the artists come prepared with all of their pieces clearly labelled by title and artist on the back of the work.

Installations are typically done on the first Monday morning of the rental agreement. Artists must sign-in the work by 10 am on the day of installation. Once the Artwork has been signed in the works are officially covered under our insurance. The exhibition installation team arrives at 11 am once the artwork is loaded into the Holcim Gallery. If you would like your works hung in a specific location, place them on the floor directly in front of the wall by 11 am. Installation occurs shortly after and the exhibition is usually open for viewing later that same day. Our Operations team will adjust the lighting the following day.

For large group exhibitions, arrangements may be made with the gallery administrator, at the time of the rental agreement, for a sign-in of work on a Monday evening between 5pm and 8pm. Installation in this case would take place at 11am on Tuesday morning, with lighting adjusted on Wednesday. The exhibition organizer is responsible for both signing in and signing out the work using the inventory list provided to the gallery administrator. The exhibition organizer is expected to be at the sign-in and sign-out until all the works are accounted for. A copy of the completed inventory with signatures is to be provided to the gallery administrator.

Who is responsible for de-installation? What does de-installation day look like? (Sign-Out)

The removal of artwork is the responsibility of the artist(s). Removal of artwork must be completed by 5:00pm on the permit date. This typically occurs on Sunday at a time prearranged with the gallery administrator. Insurance coverage terminates at the end of the exhibition. The Town of Milton and the FirstOntario Arts Centre Milton are not responsible for any items left on the premises after the completion of the rental. There are no secure storage facilities on site for work. A copy of the completed inventory with signatures is to be provided to the gallery administrator.

Should additional time for extra clean up be required after the rental, an hourly fee will be levied against the Permit Holder at the sole discretion of the Town.

How are artwork sales handled?

The sale of artwork will be strictly between the artist and the purchaser using the contact information provided. The FirstOntario Arts Centre Milton does not take a commission of any artwork sales. Any artwork sold must remain in the Holcim Gallery for the duration of the show. The Holcim Gallery will not permit new works to be introduced into the exhibition after the original sign in. Please notify the gallery administrator when artwork has been sold and a red sticker will be added to the label to indicate the work has been sold.

Will my artwork sell?

The Holcim Gallery is a great space for artists to showcase their work to the community; however we do not guarantee sales of artwork during Holcim Gallery rentals.



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Can I bring in additional prints, art cards, or merchandise to sell during my reception or over the course of the exhibition?

You must receive prior written consent in order to sell merchandise. The FirstOntario Arts Centre Milton will collect 15% or \$100 of all merchandise sales, whichever is greater. We must receive an open and closing inventory of all merchandise.

Who visits the galleries?

Visitors of the Holcim Gallery include guests attending performances at the theatres, library patrons and students who take classes at the Arts Centre.

Who is responsible for the exhibition reception?

The coordination and expense associated with an opening reception is the responsibility of the exhibitor.

Exhibitors are welcome to host a reception in the Holcim Gallery during the course of your exhibition, pending date approval by the gallery administrator.

- This service must be arranged with the gallery administrator at least two weeks prior to the scheduled reception.
- Receptions and events must be approved in writing by the gallery administrator before any promotion, advertising, or public communication is published or shared.
- A fee of \$33.68 plus HST (July 1, 2026) per hour will be charged for a Duty Supervisor (minimum 3 hours) to assist you during your reception.
- We will provide all alcoholic beverages under our existing liquor license. If you would like to include bar service at your reception, please let the gallery administrator know when booking your reception.
- For Holcim Gallery receptions, the Town of Milton requires you to carry general liability event insurance in the amount of \$2 million dollars, naming the Town of Milton as additional insured, inclusive of bodily injury and property damage per occurrence. Must also include 30 days written notice of cancellation or material change in coverage.
- You may bring in prepared food and non-alcoholic beverages as long as they meet the approval of Halton Region Public Health. There are no kitchen facilities available. Two tables will be provided but you must supply all linens, serving ware, dishes and cutlery. A Special Event Coordinator's Application must be submitted one month in advance of the reception at www.halton.ca
- Lottery Licensing bylaw:
Raffles, games of chance, bingo or ticket draws require you to apply for a Lottery License, as per the Bingo / Lottery Licensing bylaw. Lotteries are only permitted for charitable or religious organization https://www.milton.ca/en/town-hall/resources/Accessible_Bylaws/126-2002-Lottery-License-By-law.pdf
- Receptions may include up to two food and/or drink tables placed just outside the Holcim Gallery doors. Please note that the **lobby area is not included** in the rental and may not be used for reception or other Holcim Gallery event activities.
- The **maximum capacity of the Holcim Gallery is 80 people**. Receptions that exceed this capacity or involve more formal setups—such as additional furniture, extensive catering, or specialized equipment—may require extra planning, staffing, and resources. These events may incur additional requirements and associated costs, which will be the responsibility of the renter. All such arrangements must be discussed and approved in advance to ensure compliance with facility guidelines and safety regulations.



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When should I host a reception?

If you choose to host a reception, we recommend Tuesday, Wednesday or Thursday evenings between 6:30 and 8:30pm. This event will not be scheduled for the same day as the installation. We recommend a minimum of 48 hours after installation to ensure the lighting of the works has been completed. Some artists prefer not to host a reception, but sit in the Holcim Gallery during busy times to meet the patrons and discuss their work instead. The FirstOntario Arts Centre Milton can provide you with information about performances that will take place during your exhibition.

Terms of Entry

Terms of Entry for all Participants:

Artwork will be rejected for any of the following reasons:

- it does not comply with the Town's Harassment & Discrimination and Workplace Violence policies;
- it does not conform to the Holcim Gallery Requirements, as outlined in these Terms and Conditions and the Artist Welcome Package (<https://www.firstontarioartscentremilton.ca/en/rent-the-centre/holcim-gallery.aspx>)
- it has been previously exhibited at the Holcim Gallery or demonstrated by an instructor
- it does not qualify as original artwork, including but not limited to copies of another artist's work, reproductions, digital copies, replicas, giclee prints or any other form of mechanical reproduction.
- It is mass-produced or commercially manufactured;
- It is wet, unfinished or not ready for installation at the time of artwork sign-in;
- It does not fully disclose the use of artificial intelligence (AI) tools in the creation or contribution of the artwork within its description.

Artwork Submission Requirements:

Submitted 2D works must be wired and ready to hang (NO sawtooth hangers are permitted). Any special requirements for hanging must be discussed with the Gallery Administrator in advance of delivery. Please note the limited space available for 3D works. These pieces should be discussed with the Gallery Administrator prior to artwork delivery.

The Holcim Gallery reserves the right to reject faulty or poorly wired frames. Please make sure that wires are an appropriate gauge for the size and weight of the work with secure eye hooks or rings.



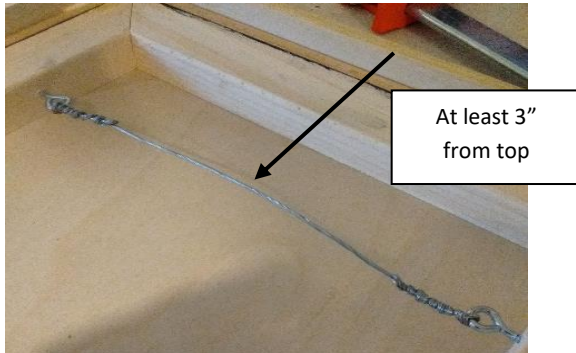
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Please use proper wire



No sawtooth hangers



- All 2D works must be framed and suitably wired for hanging (see above) on our clip and rail hanging system. Wall nails are not used.
- Wired, canvas wrapped stretcher frames are acceptable. Please finish exposed canvas edges.
- At the exhibition installation team's discretion, smaller works may be double hung.
- Textile works may be hung as long as there is a sleeve and rod at the top of the piece.
- All special installation requests must be made and approved by the Gallery Administrator at least one week prior to the installation date.
- All artwork must have a label on the back of the work with title, artist name, media and price. Any contact information on this label will be considered professional information and therefore not treated as private/personal information. Please do not include personal contact information on this label.

Gallery Rights:

The Holcim Gallery reserves the right to:

- reject any artwork that does not conform to the Terms of Entry (above);
- require sufficient advance notice of any sponsorships associated with the exhibition;
- use images of displayed artwork as part of promotional materials for both the Facility and the exhibition (in print or digital formats). Permit Holders requesting to have artwork excluded from promotional material must notify the Gallery Administrator upon delivery of the artwork;
- arrange the layout of the artwork within the exhibition;
- host public events in the Facility during scheduled exhibitions;
- make the final determinations on suitability of subject matter, scheduling and approval of event reception dates and times. No event reception date shall be published, promoted, or otherwise communicated publicly prior to receiving written approval from the Town.

Please let us know if you have any other questions or concerns. We look forward to working with you.

Contact information:

Sherry Morse

Gallery Administrator, Community Services

905-878-7252 x 4903

Sherry.Morse@milton.ca