

Gallery Exhibition Request Information

After the [Gallery Exhibition Request Form](#) has been submitted, the Leduc Arts Foundry (LAF) Events team will:

- check availability of the facility and discuss with the applicant suitable dates for the exhibition
- provide the applicant with a selection of dates and times for setup and tear down that work around our scheduled programming. Please note that these dates/times are not guaranteed until they are agreed upon in the Gallery Exhibition Agreement
- review gallery material requests and check for availability. Please note that the use of these items is not guaranteed until they are agreed upon in the Gallery Exhibition Agreement.
- provide the applicant with a selection of dates and times for an optional 'Opening Night' or 'Meet the Artist Talk' event
 - 2 hr event. Additional time at [Foundry rates](#)
 - invitation for family and friends is available upon request
 - includes refreshments
 - \$10 fee for participants
 - requires completion of Gallery Exhibition Request Form
- forward forms/documents for completion:
 - Social Media Information
 - Gallery Exhibition Agreement
 - Gallery Exhibition Request Form for optional 'Opening Night' or 'Meet the Artist Talk' event

NOTES:

- All exhibition materials and pieces must be confined to the Front Gallery, so as not to impede on programming and/or market events.
 - exceptions may be made for an 'Opening Night' or 'Meet the Artist Talk' event via the Gallery Exhibition Request Form.
 - all materials must be removed from the workshop space at the end of the 'Opening Night' or 'Meet the Artist Talk' event.
- 25% of sales in the gallery will be charged as commission to the Leduc Arts Foundry
- Having difficulty accessing the Gallery Exhibition Request Form? Email finance at finance@artsfoundry.ca.