

Display Policy

Displays may be erected at Yonge-Dundas Square as stand alone exhibitions or as part of larger events. An application form must be filled out and forwarded to the Yonge-Dundas Square office with a description of your display / event along with proposed dates. Staff will discuss event requirements and costs with you prior to issuing a permit for use of the space. Copies of display materials must be submitted in advance for approval.

Should a display be found to contravene the following guidelines the organizer will be requested to make amendments. If amendments are not made prior to exhibition the permit will be denied. Permit fees will be refunded according to the deposit schedule outlined in the **Yonge-Dundas Square guidelines**. The administration fee is non-refundable.

If the applicant is not satisfied with the decision of Yonge-Dundas Square staff they may make an appeal to the Yonge-Dundas Square Board of Management. Applicants should bear in mind that the Board meets 10 times per year, so the appeals process may require up to 60 days to complete. Applicants must submit a written request to be placed on the Board agenda.

A. General Guidelines:

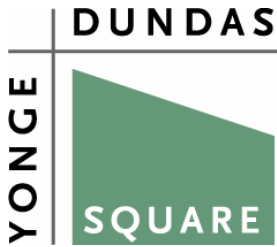
Accessibility

All City of Toronto properties are public facilities, therefore, we request that no display may block or hinder the normal passageways for pedestrians (including furniture, displays, cords, etc).

Anti Hate

Public space, facilities and properties within the jurisdiction of the City of Toronto, and owned or leased by recipients of City grants will not be available or accessible to any individual or group that promotes views and ideas which are likely to promote discrimination, contempt or hatred, for any person on the basis of race, national or ethnic origin, ancestry, color, citizenship, religion, age, sex, marital status, family status, sexual orientation, gender identity, disability, political affiliation, receipt of public assistance or level of literacy.

Yonge-Dundas Square requests potential users of public space to certify that they will not be conducting any business that violates the Criminal Code of Canada – hate propaganda laws and human rights act. Yonge-Dundas Square reserves the right to remove any displays, without notice, should it violate or conflict the City of Toronto Workplace Human Rights Policy, or discriminate against any group protected by the Canadian Charter of Rights and Freedoms.



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Approval

Only pre-approved artwork and displays can be exhibited.

Copy Rights

Credit to all artists and publications must be provided. For any copies, reproduction or copyrighted material proper documentation must be provided.

Deliveries

All scheduling of loading and unloading privileges will be arranged based on availability and must be coordinated in advance through the Event Services Coordinator. If you have to arrange deliveries outside our normal business hours a charge for additional staffing may apply.

Electrical Power

All electrical requirements and plans are to be presented two weeks prior to the event for approval by our technical staff. Additional power requirements that require extra wires and/or electrical services will be made available upon request. The organizer may incur costs.

Equipment

A limited amount of equipment and furniture may be available for your use. Please speak with the Event Services Coordinator for more details.

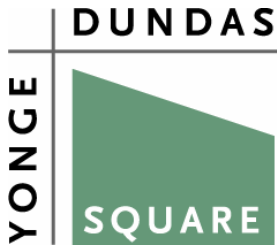
Installation

Installation of your display must be coordinated in advance through the Event Services Coordinator. Please note that there will be no taping, gluing or nailing into the walls, columns, windows, furniture etc. Groups may have to provide their own hanging materials and fixtures for all displays and exhibits. A representative for the group must be present during the setup and removal of all display pieces. All groups are responsible to return the display space to its original state.

Exhibitors should note that Yonge-Dundas Square is an outdoor venue. Displays should be created to withstand seasonal conditions along with high winds and heavy pedestrian traffic. Although there is security presence at Yonge-Dundas Square, exhibits should take measures to prevent tampering or vandalism.

Insurance

Insurance must be obtained for all artwork and displays. A copy of the insurance naming Yonge-Dundas Square as additionally insured must be provided before the start of the installation. A detailed listing of all artwork and exhibit pieces along with the dollar value of each item must be included with the copy of insurance to the Event Services Coordinator. Yonge-Dundas Square is not responsible for any stolen or misplaced items left on the property. In the event that should happen, please call the City of Toronto Facilities and Logistics Coordinator.



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The organizer/applicant is responsible for any costs related to an event which has not been otherwise agreed to, in writing, prior to the event. The event organizer is liable for any loss or damage to Yonge-Dundas Square property or equipment. These costs are payable immediately upon receipt of an invoice by the event organizer.

Safety and Security

For safety and security reasons, all exits, stairwells and security/reception desks must remain accessible at all times. All security and life safety requirements must be coordinated through the Event Services Coordinator.

Storage

Storage space is limited and may not be available for your display.

Other

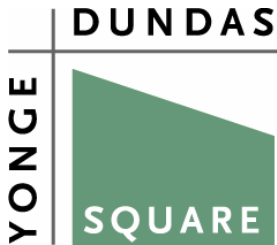
Failure to abide by these Guidelines will result in withdrawal of permission to use the display space. This will also jeopardize future requests.

Organizers are advised that under unusual circumstances and/or emergencies, scheduled events may be moved to another date or location.

B. Content guidelines:

In accordance with the use of City of Toronto civic facilities, the following criteria must be met to obtain a permit for the erection of a display at Yonge-Dundas Square:

- 1) Displays shall not exploit the bodies of men, women, boys or girls solely for the purpose of attracting attention.
- 2) Displays shall not stereotype according to race, ancestry, place of origin, ethnic origin, citizenship, colour, creed, sex, age, sexual orientation, disability, family or marital status, or any ground covered by the City of Toronto Workplace Human Rights Policy.
- 3) Displays shall not promote the hatred or derision of any group covered by the City of Toronto Workplace Human Rights Policy.
- 4) Displays shall be consistent with the principle of respect for the dignity and worth of all people.
- 5) Displays must not advocate a specific political or religious point of view for the purpose of proselytizing. Any religious or political reference should be in the context of a larger cultural event.



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- 6) The content and the overall appearance of all displays, including both written and visual components, will be of a high professional standard. All groups must provide proper signage for exhibits and displays to a professional standard.
- 7) As the Square is open to use by the general public at all times, displays on the Square must be consistent with the use of the Square by others including children. Displays or speeches that would be frightening or otherwise inappropriate are prohibited.

Any questions regarding this policy can be directed to the office of Yonge-Dundas Square tel:416-979-9960, fax: 416979-8836, e-mail: info@ydsquare.ca. Additional information and a complete list of guidelines can be found by visiting our website at www.ydsquare.ca