Exhibition Contract

Applications must be completed in full, including your signature, to be considered. Submit completed and signed forms to the gallery director. Check the online calendar for confirmation of your exhibition.

NAME _______________________________________

PHONE _______________________________________

EMAIL _______________________________________

FACULTY SPONSOR (Students only)

________________________________________________

(print) (sign)

SPACE REQUESTED

___ Plaza

___ Bridge

___ Suite

___ Foyer

___ Foyer Glass Cases

___ Glass-Topped Pedestals (#___)

DATE REQUESTED

GUIDELINES INSTALLATION RULES

1. You may NOT write or paint on the walls.

2. Exhibitions cannot be installed until afternoon on the approved date.

3. Exhibitions must be removed before noon on the final day of your reservation.

4. You are responsible for any costs related to your exhibition.

5. Tools such as ladders, levels, tape measures, etc. may be checked out at the
discretion of the Gallery staff. Return all such materials to the Gallery storage area. You will be responsible for any lost, stolen, or broken tools or equipment.

6. Spackle and paint over holes made during your exhibition using only Gallery approved paint. (Sherwin Williams – Promar 200 Interior Latex Flat – B30 W 251 – 6405 12703)

7. You MUST get final approval from the gallery staff regarding the cleanup of your exhibition.

RECEPTION

1. You are responsible for the cost of your reception.

2. You must clean up and dispose of trash following your reception.

3. You may borrow reception tables from the Gallery staff. These must be cleaned and returned following your reception. Do not take tables and chairs from any other rooms without permission.

IF YOU ARE SERVING ALCOHOL AT YOUR RECEPTION

1. You MUST comply with the University of Georgia’s alcohol policy.

2. Only wine is permitted at receptions. No bear or liquor.

3. Your faculty sponsor must be present for the entire duration of the reception.

4. Do not permit self-service of alcoholic beverages. You must have a qualified server (at least 18 years of age) for alcoholic beverages.

5. Proper identification must be provided to the server before he or she serves alcohol to guests.

6. There must be a balance between alcoholic and non-alcoholic beverages at any event.

7. When alcohol is served, there must be plenty of food available.
8. Service of alcoholic beverages must be discontinued at least an hour before the event is scheduled to conclude.

ADDITIONAL ITEMS

1. You are not authorized to remove an exhibition without permission of the exhibitor or gallery staff.

2. Any exhibition or installation that may constitute a threat to the safety of persons occupying that space or that violates any University of Georgia policies will be removed without notice.

3. Please note that a request for space does not guarantee that space. Only exhibitions posted by the gallery director on the on-line confirmation schedule will be honored. Applications must be completed in full to be considered. Students should request a faculty sponsor from their area.