

Art Department Galleries Exhibition Agreement

EXHIBITOR(S) _____

SHOW DATES _____

LOCACTION _____

Exhibitions will generally run one week from Friday at 12:00pm through the following Friday at 12:00pm. The transportation of works to and from the gallery is the exhibitor(s) responsibility. It's the responsibility of the exhibitor(s) to make arrangements to open and close the gallery daily.

Please email any exhibition installation requests that require special approval, supplies, or support 24 hours prior to the installation of your exhibition. **special requests include anything that goes beyond hanging work with a screw, and/or displaying work on a pedestal/ plinth. (No open flames, incense, candles, large quantities of garbage, water over a gallon, living creatures etc.). Reservation of audio and visual equipment and technical assistance is the responsibility of the exhibitor.

It is the exhibitor(s) responsibility to return the gallery to the condition it was handed over to them in. The gallery will be turning over to the next exhibitor within hours of turning over the keys. Please be mindful of their installation start time. Maintenance and repair of the space for issues directly related to the exhibition are the responsibility of the exhibitor(s). The exhibitor(s) should not plan any installation that might cause irreparable damage to the gallery and/or is considered unsafe to gallery visitors. (For building structural or electrical issues that arise contact Josh Wampole Facilities Manager, at jwampole@wisc.edu). Any tools or items marked property of the UW Art Dept. are not to be removed from the premises

Alcohol is not permitted at receptions.

(DAMAGES: can result in a fine, or hold placed on your academic record.) (KEYS: if lost/stolen result in a \$75 replacement fee.)

I HAVE READ AND AGREE TO THE ABOVE CONDITONS

EXHIBITOR or Exhibitors Representative Signature

DATE