



UNIVERSITY of
DAYTON

GALLERY SPACE EXHIBITION AGREEMENT

Exhibit title: _____

Exhibitor's name (e.g. Dept., Organization, etc.): _____

Primary contact name: _____

Phone: _____

E-mail: _____

Scheduled date(s) of exhibit: _____

Installation date(s): _____

Removal date(s): _____

GENERAL INFORMATION

The Women's Center's gallery space contains two open corridors that are physically within the Center. It does not include other reservable spaces such as the Conference Room (AL 206), Lounge (AL 208B), Resource Center (AL 208A), kitchenette, or private offices. Picture rails and gallery-style lighting have been installed in these corridors to enhance exhibited materials, which may be displayed on the walls, easels on the floor, or any combination of these. Materials that may be displayed include paintings, photographs, 3-dimensional art, and poetry and/or prose, though other art forms will also be considered, subject to the conditions in ***Important Notes**.

EXHIBITOR(S)

The Women's Center's gallery space is available to all UD students, student organizations or groups, faculty, staff, as well as external organizations or groups whose missions are complementary to the Women's Center, subject to the conditions in ***Important Notes**. Members of the UD community will receive priority consideration.

Exhibitors assume full responsibility for the secure hanging and removal of all materials related to their exhibit. The Women's Center provides the gallery space, gallery-style lighting, a lightweight stepladder, picture rails, and brass S-hooks for hanging. A limited number of lightweight easels and vertical, adjustable hanging bars (which suspend from the picture rails) are also available for exhibition use. Exhibitors will provide all other materials necessary for the installation of their exhibit. Items may be displayed on the walls, on easels, or on the floor. Items **MAY NOT** be attached to the walls by any means – this include tacks, nails and/or any form of adhesive material.

Exhibitors will take full responsibility for the content of their exhibit. Any and all questions or concerns about an exhibit will be directed to the primary contact person listed on page 1 of this document.

Exhibitors will be responsible for the receipt of any delivered exhibit materials, unpacking and installing all exhibit materials, and removing, packing and return shipping of exhibit materials. Exhibitors are responsible for adhering to stated installation and removal dates on page 1. Installation and removal will be limited to the Women's Center's hours of operation unless alternative arrangements are made with Women's Center staff.

Rearrangement of furniture, decorative items (including posters and other items normally displayed in the gallery space) and gallery lighting must be coordinated with Women's Center staff.

Exhibitors must pay the costs of above normal cleaning, repair of any damage or repainting which may occur as a result of their exhibit or related reception, invited, or public event.

PROMOTION

Exhibitors are responsible for promoting their exhibits, though the Women's Center reserves the right to also promote exhibits, with prior approval of the exhibitors.

INSURANCE

Materials exhibited which are not owned by the University of Dayton ARE NOT INSURED by the University. Such items not owned by the University are considered "personal property." It is each Exhibitors' responsibility to obtain any desired or required insurance for this personal property. The Women's Center and the University of Dayton are not responsible for the security or care and custody of any materials exhibited in the Women's Center (see* **Important Notes** below).

RECEPTIONS

Food and beverage may be served during receptions and other exhibit-related events, with all costs of such items being the responsibility of the exhibitors. Exhibitors are responsible for ensuring that all Center spaces, including the kitchenette, are cleared of all trash and food waste after a reception or other event.

***IMPORTANT NOTES**

The UD Women's Center reserves the right to refuse any exhibit deemed as not keeping with the Center's mission and/or the University of Dayton's Catholic and Marianist principles.

Because the Women's Center's gallery space is essentially public corridors, it cannot be secured. Please keep this in mind when planning exhibits, particularly for any containing valuable or borrowed works. The UD Women's Center cannot assume responsibility for loss or damage to materials displayed as part of any exhibit installed in the Center's gallery space.

AGREEMENT

Both the exhibitor and a member of the Women’s Center staff must sign this document, ratifying the above terms and policies.

We have read and understand the above terms and policies and agree to abide by them in their entirety:

Exhibitor

Signed _____
Date

Printed

Women’s Center

Signed _____
Date

Printed