

Stuart and Barbara Padnos Art Gallery Agreement

Grand Valley State University

The Stuart and Barbara Padnos Art Gallery is pleased to be able to offer you the opportunity to display your student artwork. Your cooperation with the following will ensure that everyone who wishes will have the opportunity to display their work, and at the same time preserve the gallery for future exhibits.

1. All artwork must be removed with affected walls restored and painted by noon on your exit day. Installation can begin at as soon as the space is restored by the exiting exhibition. If you fail to do this and the University has to repair and restore the walls after you remove your exhibition, you will lose gallery privileges for the rest of your time at GVSU and you will be charged a repair fee. The University reserves the right to charge you a reasonable fee for any repairs or replacement costs incurred as a result of your failure to take care of any damage. The fee will be determined by the Gallery Coordinator.
2. Due to the fragile nature of the track lighting in the gallery, nothing may be hung from the lighting track above the gallery area.
3. The use of alternative materials, audio equipment, musicians, and performances must be approved by the Gallery Coordinator two weeks prior to the exhibition. The Gallery Coordinator reserves the right to refuse any hazardous materials/procedures.
4. There will be absolutely no writing, drawing, gluing, or painting (other than GVSU White) on the walls of the gallery. Absolutely no alterations of any kind can be done to the floor of the gallery (no gluing, drilling into, painting, etc.)
5. The student/students must meet with the Gallery Coordinator or gallery staff two weeks prior to their show to discuss show arrangements and behavior.
6. Tools to assist you in both setting up your display and repairing any alterations to the exhibition space are kept in the tool closet. If your proposal is approved, you will be given the combination to the lock box for the supply closet. The key should always be returned to the lock box when the key is not in use. The key should never leave the gallery space.
7. Display pedestals are permitted but cannot block any entrance/exit to the Gallery and are not allowed on the mezzanine of the gallery. If food is to be served other than by the University Food Service, a food waiver form is necessary.
8. Please note that signage and publicity are the responsibility of the student or faculty person sponsoring the student or group of students and not that of the Gallery Coordinator or gallery staff.
9. Responsibility for having an opening or closing reception is up to you and your faculty sponsor and is not required. If food is being served during the reception, the reception cannot last longer

than two hours, due to food preparation/restrictions from the Department of Health.
Absolutely no alcohol is permitted on campus.

10. Lighting should be the final phase of the installation. For safety considerations, GVSU requires that you have more than one student set the lights. (One student to hold the ladder, while one adjusts the fixtures is proper ladder usage.) GVSU is not responsible for any injury sustained or caused while installing or de-installing your exhibition.
To use the ladder, you must be trained by the gallery staff.

11. GVSU is not responsible for lost, stolen, or damaged works of art. Because the gallery is not monitored, showing in the space is done so at risk to your work.

12. Pedestals and the plexi-glass tops are property of GVSU and if mistreated or used in any other way besides their tradition use (displaying art work and protecting art work). You will be charged for the replacement of such pedestal/plexi-glass top.

13. All technology that is property of the gallery (mini projectors, large projector, DVD players, and hard drive, etc.) should be returned to the gallery director in the same condition that it was lent out in. Mini-projectors and technology that is not permanently affixed to the gallery must be temporarily, but securely, mounted down for security sake. If the technology is stolen (Because of lack of proper mounting.) or damaged you will be charged the amount to replace the technology.

14. Up to 6'x13' of vinyl signage can be ordered from The Digital Print Shop at a cost of up to \$30.00 paid for by The Padnos Student Gallery. When placing the order, have the printshop staff charge the order to The Padnos Student Gallery.

15. Your exhibit will be publicized on the GVSU Art and Design web-sight, the university Arts Calendar, and through local media outlets. Other publicity information can be created, but it must be reviewed by The Padnos Student Gallery before being distributed.

Exhibitor's Signature _____

Date _____