**Reflection Gallery**

Exhibition Agreement

Congratulations on your upcoming exhibition! Below are the details related to your exhibition.

**Artist(s)/Exhibitor(s) Contact Information**

**Artist(s):**

**Phone:**

**Email:**

**Exhibition Programming and Operations Committee Contact Information**

**Chair, Exhibition Programming and Operations Committee:**

**Phone:**

**Email:**

**Exhibition Details**

**Exhibition Venue/Location (****e.g. Reflection Gallery, Study Nooks Hallway, Main Entrance Foyer, etc.):**

**Exhibition Title:**

**Installation Date:**

**Exhibition Dates:**

**Reception Date and Time:**

**Deinstallation Date:**

**Responsibilities of the Artist(s)/Exhibitor(s)**

**Shipping & Delivery of Artwork**

* Includes delivery and transportation of artwork to and from the gallery/NUSU Student Centre.

**Installation and Deinstallation**

* Includes the installation and deinstallation of the artwork/exhibition, as well as supplying and installing wall labels for artworks, an exhibition poster with exhibition statement (minimum recommended size 8.5”x11”), as well as any other exhibition signage or didactics required.
* Includes a general clean of the gallery/exhibition space upon completion of the exhibition.
* The Exhibition Programming and Operations Committee can provide advice regarding suitable formats and materials for wall labels, signage, and installation methods, and if desired, can try to arrange student volunteers to assist with the installation and/or deinstallation of artwork/exhibition materials.

**Marketing and Promotion**

* Includes all marketing and promotion of the exhibition, such as posters, reception invitations, signage, etc.
* The Exhibition Programming and Operations Committee will help promote exhibitions through their social media channels.

**Insurance of Artwork**

* At this time, NUSU DOES NOT provide insurance coverage for artworks/exhibition materials displayed in Reflection Gallery or any other space within or on the grounds of the NUSU Student Centre. NUSU and Nipissing University will not be held responsible for any damage or loss that may result due to theft, fire, or vandalism. By signing this exhibition agreement, the artist(s)/exhibitor(s) confirm that they understand the risks posed by displaying work at the NUSU Student Center and agree not to hold NUSU, Nipissing University, or any of their employees responsible for any damage or loss that may occur. If desired, artist(s)/exhibitor(s) can secure their own insurance coverage prior to transporting and installing their work.

**Messages/Statements Related to the Exhibition**

* All ideas, thoughts, and opinions expressed or communicated through artwork, text, spoken word, or other means represent the views of the artist(s)/exhibitor(s) and do not reflect the views of NUSU or Nipissing University.

**Responsibilities of NUSU and the Exhibition Programming and Operations Committee**

**Exhibition Space**

* NUSU and the Exhibition Programming and Operations Committee will provide the artist(s)/exhibitor(s) with a clean and well-maintained gallery/exhibition space.
* Exhibition spaces will be monitored, but most of the time the exhibition spaces will be unsupervised.

**Opportunities Fund**

* NUSU has established an Opportunities Fund to assist Nipissing students with some of their exhibition costs. Only current Nipissing students are eligible to apply. Expenses eligible for reimbursement include transportation of artwork, signage, wall labels, marketing, and promotion. Students selected for an exhibition can submit a request for funding by contacting exhibitons@nusu.com. Please put “Opportunities Fund” in the subject line. Receipts are required for any/all reimbursement. The NUSU Executive is responsible for determining eligibility and the amount of reimbursement that is provided.

**Additional Information**

Reflection Gallery and all exhibition spaces located within and on the grounds of the NUSU Student Centre may, at times, be used for other activities during scheduled exhibitions, including by not limited to learning activities, special events, workshops, talks, and as space for students to congregate, study, etc.

It is understood that food and drink are not permitted in Reflection Gallery but can be arranged to be provided during receptions in the adjoining Main Entrance Foyer.

NUSU and the Exhibition Programming and Operations Committee reserve the right to document and share images of exhibitions for promotional purposes.

Changes to this document requires the approval of both/all parties and must be reflected in this document and confirmed with the initials of both/all parties.

*By signing this agreement, I hereby confirm that I have read, understand, and agree to the details contained herein:*

**Artist(s)/Exhibitor(s)**

Name:

Date:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Date:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Date:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NUSU Representative (NUSU President OR NUSU Vice-President Finance and Administration)**

Name:

Date:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_