Nolen Art Lounge Guidelines and Terms of Agreement

Exhibition Procedures

- The exhibition will be completely installed no later than 24 hours after the reserved install date.
- The exhibition will be completely de-installed no later than early afternoon immediately following the last day of the exhibition.
- Cancellation of any exhibition will happen no later than three (3) weeks before the reserved exhibition period.
- The artist/organization agrees to provide the Campus Center with the following:
  - A biography (including the role art plays in the artist's life)
  - A statement regarding the work(s) on exhibition
  - Signed copy of the Exhibition Information form
  - Signed copy of the Assumption of Risk/Release of all Claims form
  - Publicity materials for the exhibition
- Exhibitions will not be mounted until all conditions above are completed and materials provided to the Nolen Art Lounge Coordinator.

Installation and Artwork

- Exhibition materials must not damage any gallery property i.e.: walls, floors, ceilings, furniture, etc.
- Only hanging materials approved by the Nolen Art Lounge Coordinator and the Office of Student Engagement staff will be allowed for installation.
- The Nolen Art Lounge reserves the right to exclude some art works submitted for exhibition.
- All works must remain on display for the duration of the exhibit.
- All works must be labeled on the back (or in a concealed place) with the Title, Artist’s Name, Date of Creation, Owner’s Name and Contact Information (address, phone, email).

Publicity

- Information related to marketing materials must be provided to the Nolen Art Lounge Coordinator at least one (1) week before the opening of the show. This includes a poster created about the exhibition and opening and/or closing.
- Exhibition information will be shared with appropriate media outlets i.e. social media, Smith eDigest, and local newspapers.
- The Nolen Art Lounge reserves the right to take photographs of the work for publishing.
Events

- All events associated with the show must be planned through the Nolen Art Lounge Coordinator unless otherwise discussed.
- Opening and/or closing events are allowed to have catering in the art lounge. Only catering by the Smith College Campus Center Café is allowed. The Office of Student Engagement will provide catering up to $100.
- Support for an exhibit reception will be provided by the Nolen Art Lounge coordinator.

By signing this agreement, the artist/organization acknowledges reading, comprehending and is in agreement with the conditions set forth by the Nolen Art Lounge.

Artist Name: ____________________________
Signature:______________________________

Nolen Art Lounge Coordinator: ______________________ Date: ____________________