

LOWMAN STUDENT CENTER
ART GALLERY EXHIBITION REQUEST

Reservation request is not confirmed until a confirmation number is assigned and you receive an e-mailed confirmation.

<i>Contact Details</i>			
Artist Name:			
Status:	<input type="checkbox"/> Student	<input type="checkbox"/> Faculty/Staff	<input type="checkbox"/> Off Campus
Phone:		SHSU Email:	

<i>Exhibition Details</i>			
Proposed Installation Date:		Proposed De-Installation Date:	
Exhibit Name:			
Exhibit Details:			
Approximate number of pieces to be exhibited:			
Are you planning to host a reception?	<input type="checkbox"/> Yes* <input type="checkbox"/> No		
*If Yes, please indicate date and time:			
<i>*Please refer to Food & Beverage Guidelines in the LSC Operations Policy. Aramark must provide all food and beverages for receptions.</i>			

Special Requests or considerations: _____

Please review the LSC Art Gallery Exhibition Guidelines on the back of this form, and sign the agreement below.

LSC ART GALLERY EXHIBITION AGREEMENT:

I understand and agree to abide by all the rules and regulation of the LSC Art Gallery, and the guidelines in the LSC Operations Policy. I understand that my event will be cancelled in the event that the university is closed due to weather, natural disaster, or national emergency.

Signature of Artist

Date

Signature of Faculty Sponsor (required for SHSU Students only)

Date

<p>SUBMIT TO: Tabitha Tipton, Suite 311 tktipton@shsu.edu Phone: 936.294.3766 Fax: 936.294.3803</p>
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<p>LSC OFFICE USE ONLY:</p> <p>Confirmation: _____</p> <p>Exhibit Dates: _____</p>

LSC Art Gallery Exhibition Guidelines

The Lowman Student Center Art Gallery is a special purpose facility designed for display of various art works. SHSU students majoring in art or photography will be given first priority in scheduling exhibits.

ART GALLERY GUIDELINES:

- 1) Exhibits are limited to two weeks. All requests for exceptions must be approved by the Director of the LSC.
- 2) Exhibitors may elect to secure or open the gallery. If secured, the public may view through the glass wall. If opened, a viewer may approach each piece.
- 3) The LSC is not responsible for any damage or theft of artwork during installation, exhibition or removal. The LSC provides no insurance nor assumes any liability for the work.
- 4) Work may hang from the walls, be placed on sculpture stands, or be positioned on the floor as long as adequate space remains to meet Americans with Disability Act guidelines. Art work may not be suspended from the ceiling without prior approval from the Director of the LSC.
- 5) Multimedia displays utilizing television monitors must be provided by the artist.
- 6) No modifications may be made to the exhibit space, including floors, walls or ceiling. This includes painting, drilling, etc. If assistance is needed with lighting adjustment, contact the LSC Office, and a time will be coordinated for the LSC personnel and artist to set the lighting.
- 7) All receptions must be catered through the University Catering Service.
- 8) The LSC will not act as an intermediary or representative for any sales from the gallery. Sales must be handled by the artist. Any work sold is to remain in the exhibit until the exhibit is scheduled to come down.
- 9) Any audio/visual materials used in the art gallery must not interfere with other activities in the LSC.
- 10) The LSC will not exhibit work of bizarre, dangerous, or scandalous content. The LSC reserves the right to reject all work or concepts without justification.
- 11) The Art Gallery is equipped with a sound system that will allow the artist to utilize the LSC music player, or connect their own audio input device to play music for the duration of the exhibit.