

Terms of Exhibiting

This is an agreement between the _____ “Exhibitor,” and the Salt Lake Community College Art Committee (“College,”). In consideration of the use of Gallery for an exhibition by Salt Lake Community College and the supplying of works of art by Exhibitor, the Parties agree as follows:

1. Exhibition Timeline

- George S. & Dolores Doré Eccles Gallery
- Curved LED Wall

The space(s) as checked above shall be reserved to the Exhibitor between _____.
The timeline for the exhibition, _____, is as follows:

- Reservation:** _____ – _____
- Wall Installation:** _____
- Art Drop-off:** _____, _____
- Hanging:** _____, _____
- Opening:** _____, _____
- Exhibition:** _____ – _____
- Art Takedown:** _____, _____
- Art Pickup:** _____, _____

Salt Lake Community College reserves the right to change the dates of exhibition, to start an exhibition late or end it early as the needs of the College may require.

2. Drop off & Pick up

The Exhibitor is responsible for contacting the College’s Gallery Coordinator (“Gallery Coordinator”) for the delivery and removal of works in the exhibiting space. Exhibitor will have reasonable access to the exhibiting space during normal operating hours, after-hours access may be granted by contacting the Gallery Coordinator. With special permission, a key may be checked out to the Exhibitor for the duration of the exhibit. The Exhibitor will be responsible for cost of replacement for the loss or damage to the key and any other costs associated due to loss.

The Exhibitor shall pick up all works in the exhibiting premises no later than 8 p.m. on the Art Pickup date listed above. The College reserves the right to dispose of any work on the premises uncollected after the agreed collection time.

3. Gallery Walls & Hanging

The Exhibitor is responsible for establishing a time to meet with the Gallery Coordinator to review the gallery wall layout at least 15 days before the Wall Installation date. Exhibitor and the Coordinator shall cooperate to develop a layout for the works. Once agreement is reached, Coordinator will work with SLCC Facilities Staff to install the layout. The layout may be changed in the discretion of Salt Lake Community College if necessary.

Artworks are required to have a wire backing due to the hanging systems in place. Only the Coordinator and SLCC Staff shall hang all works in the Eccles Gallery, Exhibitor may be present to observe during hanging.

4. Security

The Gallery and Curved LED Wall have no special security aside from the College’s usual security of video cameras in the area. Arrangements for additional security may be made by way of amendment to this Agreement at Exhibitor’s cost.

Additional Security (see attached for details)

5. Opening Hours

The exhibiting spaces shall be open to the public during the operating hours of the College, Monday – Friday, 7:00 a.m. to 10:00 p.m. unless otherwise agreed.

Other, _____

6. Opening Reception & Exhibition

The Exhibitor is responsible for all event logistics and expenses as listed in the Exhibit Guidelines.

7. Use of Artworks by SLCC

Artist owns all copyright and other intellectual property rights in Artworks but agrees to grant SLCC an irrevocable, royalty-free, non-transferable, non-exclusive license to display and exhibit the Artworks; to advertise, publicize and to document the Exhibition including through the reproduction of Artworks by photography, filming or other means both before and after the Exhibition dates; to webstream the Exhibition; and to use the Artworks, reproductions, photos or film for educational purposes. The license includes using any submitted images of the Artworks and the Artist’s name and other biographical information in conjunction with the foregoing.

8. Damages

Exhibitor agrees to be solely responsible for any loss, damage or theft to the works. Exhibitor agrees to release the State of Utah, Salt Lake Community College and their officials, directors, employees, volunteers, and insurers from any and all lawsuits, claims, damages, liabilities, cost, and expenses, including attorney’s fees, arising out of or in any way connected with the display of works including loss, theft, damage or destruction of the works from any cause including the negligence of Salt Lake Community College. Exhibitor agrees to insure the works and obtain a waiver of subrogation in favor of Salt Lake Community College.

The Gallery must be left in the condition in which it was assumed. Any damage to the Gallery will be the responsibility of the exhibitor and must be restored at the Exhibitor’s expense.

9. Additional Conditions

See attached for additional conditions.

Exhibitor Contact	_____	
Exhibitor Signature	_____	Date _____
	Email _____	
	Phone _____	Cell _____
Approved by	_____	Title _____
Signature	_____	Date _____