

# Application for Visual Arts Exhibition

(revised April 17, 2001)

Please complete this form and forward it to the ArtWorks Committee. As part of the exhibition process, you are required to post an Artist's Statement near your work, and convene a "meet-the-artist" session at a convenient time while your work is on display. You are also responsible for the complete removal of your work at the end of the exhibition period.

This application must be accompanied by appropriate visual documentation and student work must be sponsored by a Fine Arts faculty (Sponsor) member.

When selecting a display location, please consider public safety issues and mitigating the potential for damage to buildings and grounds. To assist you in this process, please refer to the following:

- X Public safety: displays should be free of trip or electrical hazards; sharp/protruding pieces should be isolated or cordoned off; unobstructed access to/from hallways, public pathways or emergency exits must be maintained.
- X Buildings and Grounds: except in the Visual Arts Hallway, mounting and display methods should not damage wall surfaces; all other building surfaces, especially, floors should be protected from potential damage from sharp or rough display surfaces; ceilings and building services (electrical, gas, communications and water services) should not be used for display purposes; before installing outdoor displays requiring underground anchoring, consult with facilities about location of underground services.

If you have any concerns about your display options, please consult directly with the Facilities Services Department (Room B244, local 4542) who will do their best to accommodate your selected location within the limits of the above.

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Title of Work: \_\_\_\_\_

Proposed Location (attach map if verbal description unclear): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Duration: \_\_\_\_\_ weeks (usually 2), commencing: \_\_\_\_\_ ending: \_\_\_\_\_

Date and time of "meet the artist" session: \_\_\_\_\_

## Description:

Briefly describe the work and any special requirements for its installation. Are there any special concerns about public safety and building safety? Explain how you have addressed these issues.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a copy of the "Artist's Statement" you will post by your work.

**IMPORTANT:** Unfortunately, we cannot insure your work against loss, theft or damage.

Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_