Nolen Art Lounge Guidelines and Terms of Agreement

Exhibition Procedures

• The exhibition will be completely installed no later than 48 hours after the reserved install date.
• The exhibition will be completely de-installed no later than the afternoon immediately following the last day of the exhibition.
• Cancellation of any exhibition will happen no later than three weeks before the reserved exhibition period.
• The artist/organization agrees to provide the Campus Center with the following:
  o A biography (including the role art plays in the artist's life)
  o A statement regarding the work(s) on exhibition
  o Signed copy of the Exhibition Information form
  o Signed copy of the Assumption of Risk/Release of all Claims form
• 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 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 week before the opening of the show.
• The show will receive a poster created for the exhibition with flyers provided upon request.
• 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 OSE will provide $50.00 towards catering costs.
- Support for an exhibit reception will be provided by the Nolen Art Lounge upon request.

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: __________________