



NEIU Libraries

NEIU Libraries Exhibit Gallery

<https://www.neiu.edu/libraries/about-the-libraries/library-policies/library-art-exhibits-policy>

(773) 442-4470

Exhibition Contract

Artist/Exhibition Title: _____

Exhibition Dates: _____

Date of Artwork Dropoff: _____ **Date of Artwork Pickup:** _____

Artist/Lender Name: _____

Address: _____

Phone: _____ **E-mail:** _____

Name of person/company delivering artwork: _____

(if different than artist/lender)

Description of art works (title, medium, date, dimensions) and their estimated value. If necessary, please add an addendum to this document.

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total estimated value:	\$

Hours

The NEIU Libraries Gallery is located on the first floor of the Ronald Williams Library and is only open during Library Hours of operation: <https://www.neiu.edu/libraries/library-hours>

Library Exhibits Policy

Exhibits are subject to the Library Art Exhibits Policy:

<https://www.neiu.edu/libraries/about-the-libraries/library-policies/library-art-exhibits-policy>

The Libraries neither endorse nor censor work of faculty or student artists or the work of artists invited to exhibit in the Ronald Williams Library, the sole exception being work that is illegal or unsafe. Artwork that contains the following shall be considered unsafe and is not permitted to be displayed in the Library:

- Blood, urine and other bodily fluids
- Live animals and untreated hides
- Alcohol, narcotics and controlled substances
- Weapons
- Open flames
- Flammable, corrosive and other hazardous materials

Limits of Library Service

The Libraries do **NOT** provide services for the transportation of artwork to and from the Libraries, installation of works, or promotion of exhibits. The planner of the exhibit will be responsible for all of those activities. For a description of the available exhibition equipment, contact the Library at: NEIU-Libraries@neiu.edu, (773) 442-4470.

Condition Check

Lender/owner of the work must do a condition check on each work of art prior to delivery.

Liability Statement

The Library will make every possible effort to preserve and protect materials displayed, but it cannot assume responsibility for breakage, vandalism, loss or damage.

Insurance

The artworks will be covered by university insurance in the amount indicated against physical loss or damage, while the art is on campus for the duration of installation and exhibition. The university does not insure the artwork once it leaves the campus.

I have read the above information and agree with the conditions set forth by the Northeastern Illinois University Libraries Gallery concerning the installation and exhibition of my work.

Signature

Artist/Lender & Date: _____

Signature

NEIU Libraries Representative & Date: _____

Please complete, sign & return one copy of this exhibition contract to the NEIU Libraries, Northeastern Illinois University, 5500 North St. Louis Ave. Chicago, IL 60625 or to NEIU-Libraries@neiu.edu. Please retain a copy for your records.