PURDUE UNIVERSITY

PATTI & **RUSTY RUEFF** GALLERIES
Gallery Use Policy & Procedures

Sign and date this form and deliver it to the Gallery Coordinator, Liz Erlewine, eerlewin@purdue.edu, 1190H, 496-2958.

1. Exhibitors are required to meet with the Gallery Coordinator prior to the opening of the exhibition in the gallery. At this time, the exhibitor will receive the key to the gallery and workroom.

2. Any significant alterations to the gallery (painting the walls, large installations, use of portable walls, ect.) or special considerations must be discussed with the gallery coordinator three weeks prior to the opening of the exhibition. Any unapproved changes will not be allowed.

3. Only use pencil or blue tape to mark the walls.

4. Do NOT use double sided tape on the walls.

5. Always use a drop cloth when painting.

6. Place a drop cloth under the portable walls when moving them in order to prevent scratching or paint transfer to the floors.

7. The gallery must be returned to its original condition by 9:00 am the Saturday following the closing day of the exhibition. This includes:

    ▪ Remove all hangers from the wall. Save any usable hangers.
    ▪ Patch all holes with drywall spackle.
    ▪ Wipe away any excess spackle using a damp sponge. Lightly sand area if necessary.
    ▪ Paint patched areas with provided "gallery white" paint. A roller will leave a smoother finish than a paintbrush. Remember to use a drop cloth when painting.
    ▪ Remove all work from gallery. Any remaining work will be disposed of at the discretion of the gallery coordinator.
    ▪ Remove all vinyl from the walls. Repair and paint any remaining marks.
    ▪ Wash any brushes, rollers, or pans in the utility sink. Dispose of unusable roller covers and pan liners.
    ▪ Make sure all the tools are put back. Any missing tools will be charged to the exhibitor.
    ▪ Clean and return all items used for a reception.
    ▪ Sweep the gallery floors.

Keys must be returned to the Gallery Coordinator as soon as the exhibitor has restored the galleries.

Exhibitioner's Signature _____ Date_____