

# Patti and Rusty Rueff Galleries User Agreement

The Patti & Rusty Rueff Galleries are represented by:

Liz Erlewine, Gallery Coordinator

Office 1190H

496-2958

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**EXHIBITOR:** \_\_\_\_\_

**EXHIBITION TITLE:** \_\_\_\_\_

**GALLERY:** EAST | WEST | BOTH

**EXHIBITION DURATION:** \_\_\_\_\_

Gallery hours are Monday – Friday 10 am – 5 pm, and Thursday until 7 pm.

The exhibition must be up, open, and viewable to the public during all published gallery hours, *remaining* up, open, and viewable to the public until 5:00 pm on the closing day of the exhibition, unless otherwise specified here.

**OCCUPANCY START DATE/TIME:** \_\_\_\_\_

The Exhibitor gains occupancy of the assigned gallery space at 9:00 am on the Saturday preceding the opening date of the exhibition, unless otherwise specified here.

**OCCUPANCY END DATE/TIME:** \_\_\_\_\_

The Exhibitor must have the gallery restored to its original condition by 9:00 am on the Saturday following the closing day of the exhibition.

## RESPONSIBILITIES OF THE EXHIBITOR:

- A. Meet with the Gallery Coordinator to sign out a key to the gallery and workroom and review gallery facilities, supplies, and procedures.
- B. Return borrowed gallery keys to the Gallery Coordinator during the week after the exhibition has closed. **Failure to return the keys may result in a fee of \$250 charged to the exhibitor for re-keying the gallery and workroom.**
- C. Exhibition receptions are not required and are the responsibility of the Exhibitor, unless otherwise specified here.
- D. Exhibition installation is the responsibility of the Exhibitor, unless otherwise specified here.
- E. Exhibition must be completely installed and ready to open to the public by 10 am on the opening day of the exhibition, unless otherwise noted above (see Exhibition Duration).
- F. Exhibition must remain up and open to the public throughout all public gallery hours, unless otherwise noted above (see Exhibition Duration).
- G. Any significant alterations to the gallery (painting the walls, large installations, use of portable walls, etc.) or special considerations must be approved by the gallery coordinator prior to the installation of the exhibition.
- H. Observe the following guidelines when installing:
  - H.1. Use pencil or blue tape to mark the walls.
  - H.2. Do NOT use double-sided tape on the walls.
  - H.3. Always use a drop cloth when painting.
  - H.4. Use the stainless steel sink for food preparation and clean up only. For all other clean up (paint, etc.), use the utility sink at the back of the workroom.
  - H.5. Notify the Gallery Coordinator about any missing supplies and/or requests and suggestions for additional supplies or materials.

I. Return the gallery to its original condition by 9:00 am the Saturday following the closing day of the exhibition (unless alternate date is specified above). This includes:

- I.1. Remove all hangers from the wall. Save any usable hangers.
- I. 2. Patch all holes with drywall spackle.
- I.3. For small holes, wipe away any excess spackle using a damp sponge.
- I. 4. Sand patched areas if necessary.
- I.5. Paint patched areas and marks on walls with provided “gallery white” paint. A roller will leave a smoother finish than a paintbrush. Remember to use a drop cloth when painting.
- I.6. Remove all work from gallery and gallery storage rooms. Any remaining work will be disposed of at the discretion of the gallery coordinator.
- I.7. Remove all vinyl from the walls. Repair and paint any remaining marks.
- I.8. Dispose of spent roller covers and pan liners. Wash any brushes or pans in the utility sink.
- I.9. Make sure all the tools are put back in their proper place. **Any missing tools will be charged to the exhibitor.**
- I.10. Clean and return all items used for a reception.
- I.11. Sweep the gallery floors.

J. Leave instructions for Gallery Attendants and Gallery Coordinator describing how to open, close, and maintain your exhibition. **If your exhibition requires a lot of maintenance or use of technology, it is suggested that you check in periodically throughout the duration of your exhibition to ensure proper display.**

#### **RESPONSIBILITIES OF THE GALLERY COORDINATOR:**

- A. Meet with the Exhibitor to sign out a key to the gallery and workroom and review gallery facilities, supplies, and procedures.
- B. Maintain galleries, work room, and gallery security (onsite gallery attendants, security cameras, and optional alarm system).
- C. Provide vinyl signage for exhibition, if requested by the Exhibitor.
- D. Gather attendance tallies (via gallery attendants) for exhibition.
- E. Assist in scheduling and coordinating exhibition and special events.
- F. Promote exhibition.
- G. Make sure the galleries are supplied with the following exhibition materials. Materials are shared between both East and West Galleries; Exhibitor must inquire about availability.

- G.1. Pedestals
- G.2. Display Cases (tables and wall-mounted cases)
- G.3. Movable Walls
- G.4. Hammers
- G.5. Nails (various)
- G.6. Pins (T-pins, L-pins, map pins, push pins, thumb tacks)
- G.7. Magnets
- G.8. Hanging wire (supply may be limited)
- G.9. Picture Hangers
- G.10. Screwdrivers
- G.11. Screws (various)
- G.12. Levels
- G.13. Vinyl Sign Application Tape
- G.14. Tape Measures and Rulers
- G.15. Pencils
- G.16. Blue Tape
- G.17. Scissors and utility knives
- G.18. Gallery White Paint
- G.19. Drop Cloths

- G.20. Spackle
- G.21. Sponges
- G.22. Glass Cleaner
- G.23. Sand Paper
- G.24. Paint Brushes
- G.25. Paint Rollers
- G.26. Paint Trays
- G.27. Ladders
- G.28. Light bulbs (flood and spot)
- G.29. Two ceiling mounted projectors
- G.30. Four portable projectors.
- G.31. One LED TV.
- G.32. Three DVD players.

H. Rueff Galleries does not fund or supply materials for exhibition receptions (unless otherwise agreed upon), with the exception of the following items:

- H.1. Folding tables
- H.2. Table Cloths
- H.3. Chairs
- H.4. Refrigerator
- H.5. Punch Bowls
- H.6. Serving platters
- H.7. Serving Tongs

**PHOTOGRAPHY**

- A. Exhibitor gives Rueff Galleries permission to photograph and document the artwork and exhibition for promotional use for the Patti and Rusty Rueff Galleries and the Patti and Rusty Rueff School of Visual and Performing Arts.
- B. Unless arranged and requested otherwise, photography will be permitted in the Rueff Galleries.

**ADDITIONAL AGREEMENTS:**

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The parties, by signing below, hereby acknowledge that they have fully read and understand this agreement. A copy of this agreement will be provided to the Exhibitor within three days of signing.

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Gallery Coordinator Date

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Exhibitor Date