

**VISIONS GALLERY AT VILLAGE SUITES**  
**EXHIBITION AGREEMENT**



Applications must be completed in full, including your signature for consideration. Your typed name qualifies as a signature for emailed documents. Submit completed Exhibition Agreement and a 300 dpi jpeg image of each work in the exhibition to visions.ksuart@gmail.com.

You will be contacted via email with confirmation of your exhibition.

Date submitted:        /        /  
   day    month    year

**CONTACT INFORMATION:**

NAME (primary contact): \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Other participating artists (list): \_\_\_\_\_

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

EXHIBITION PERIOD REQUESTED (by month): \_\_\_\_\_

I, (insert name) \_\_\_\_\_ (“Artist”) have read and agree to abide by all Gallery Guidelines. I understand that this is a gallery space located in a freshmen residential facilities which is owned by a private party and frequented by prospective students and their families, along with other university guests. The nature and primary audiences of this gallery should be considered when submitting artwork; no nudity or macabre subject matter may be shown. This is up to the discretion of the Gallery Manager, Gallery Coordinator, or the Visions President. Visions and affiliated university personnel reserve the right to choose the artwork to display and may reject any or all artwork at their discretion. I also understand that this gallery is an open and unmonitored space, and I release and hold harmless The University System of Georgia by and on behalf of Kennesaw State University and its assigns, the Department of Residence Life and its assigns, the Kennesaw State University Foundation, Inc. and its assigns, and the KSUF Housing Management, LLC and its assigns, from any responsibility for damage or loss related to any exhibit displays. All artworks are displayed at the Artists' own risk.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY:

VISIONS OFFICER: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_

RESIDENCE LIFE: \_\_\_\_\_

## GUIDELINES

### SUBMISSION AND SELECTION:

Artwork and completed Exhibition Agreement, along with a 300 dpi jpeg image of each work in the exhibition must be submitted for consideration to [visions.ksuart@gmail.com](mailto:visions.ksuart@gmail.com). Once selected, student will be notified to schedule installation.

### INSTALLATION:

1. Writing or painting on the walls is not permitted
2. Exhibitions must be removed by 12 p.m. on Sunday following the close of each exhibition.
3. It is your responsibility to schedule time to install each exhibition. Each exhibition must be ready by 9 a.m. on the first day of the exhibition period.
4. All costs associated with an exhibition are the responsibility of the participating Artist/s.
5. The Gallery Director or Gallery Assistant will be helping hang the exhibition. However, the artist must arrive prepared to hang the show themselves.
6. Any damage to gallery walls should be reported immediately to gallery staff (Kirstie Tepper), [ktepper@kennesaw.edu](mailto:ktepper@kennesaw.edu) 770-499-3223. Please do not attempt to repair walls or use wet paint in the gallery.

Gallery staff are available to answer installation questions, please do not hesitate to contact us.

### RECEPTION:

1. You are responsible for securing the funds for your reception. Possible funding sources could include SABAC and Residence Life.
2. You will work with the Gallery Director or Gallery Assistant on dates available for your reception. This must be approved by Residence Life, reception times are up to the Department of Residence Life and the Gallery staff depending on the availability of the space.

3. You must clean up and dispose of trash following your reception
4. Reception tables may be borrowed from Residence Life, to borrow a table request that one be brought to your reception by the Gallery Director or Assistant.
5. Alcohol is not permitted at receptions or on KSU campus.

#### GALLERY SECURITY:

The following security measures are in place to provide some security for work displayed in the Visions Gallery at Village Suites, however, Artist bears all risk of loss or damage to the artwork.

1. There is a camera located in the gallery space, which while not monitored, digitally records some gallery activity and stores those recordings for future review should an incident occur.
2. Only residents have access to the lobby after hours via an access card. In addition, a Resident Assistant is on-call each night beginning at 5 pm.