

## Exhibition Policies

- The exhibition policy, guidelines, floor plans and possible other information will be given when the reservation is confirmed. These documents have to be read by the exhibitor.
- The Aralis Gallery exhibits works from Aalto University students, teachers and alumni. Gallery Atski is mainly reserved for the School of Arts, Design and Architecture students, teachers and Alumni to exhibit their (final) works. If reservations are not made for the above, then there is a possibility to book the gallery for third parties.
- The reservations for the galleries have to be made in well in advance since the gallery spaces are possibly reserved a year in advance
- Personnel from the University have the right to reject the application and reserve the right to change, reschedule or cancel exhibits when necessary.
- In the exhibition period is included the exhibition suspending and dismantling.
- If assistance is required in building and dismantling, it is the exhibitor's responsibility to provide such assistance.
- Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
- The university and Library does not insure the exhibitions; this is a responsibility of the exhibitor. If needed this should be arranged by the exhibitor. The University and Library have no responsibility for the items in the exhibition.
- The exhibitor is responsible for all aspects of the exhibition, i.e. hanging, re-painting (if necessary), a thorough clean-up of the area, announcements, receptions, dismantling etc.
- Cancellation of the exhibition must be notified at least 3 weeks prior to the exhibiting time.