QUEENS COLLEGE | School of Arts

QC Art Center

The Queens College Art Center Exhibition Guidelines

As an exhibitor, you are responsible for the following:

- Fill out the online inquiry form - https://forms.cloud.microsoft/r/tb2acUWYc3
- Sign and return the loan agreement and conditions report as needed
- Curate a group exhibition comprised of **two or more artists**
- Provide at least **two points of contact** via email and phone
- Advise gallery staff **four weeks in advance** of installation plans, including dates, time, and types of work
- Submit works that are primarily **two-dimensional** and ready for wall display (e.g., paintings, photography, drawings), unless otherwise approved, along with printed labels for all pieces.
- Provide content appropriate for a public academic audience and free of politics, any belief systems, hate speech, discriminatory imagery, strong profanity, sexual content, illegal promotion, graphic violence, or excessively disturbing material
- Confirm and follow the timeline created by the gallery staff
- Inform the gallery staff **four weeks in advance** of any chairs, tables, or tech equipment needed so that the proper requests may be put in
- Provide any digital marketing and publicity materials (posters, cards, flyers, announcements, etc.) within **six to eight weeks in advance**, or specified approval timeframe
- Provide information for planned programming or guest speakers within **six to eight weeks in advance**, or specified timeframe, in adherence with our communication policy
- Inform gallery staff of any parking passes needed with the following information – **arrival dates** and **times**, **driver's name**, and the vehicle's **make**, **model**, **color**, **license plate number**, and **state** must be provided at least **two weeks in advance**
    - Parking passes will be available for **Lots 5 and 14**, closest to the library. **All** guests must park in designated areas; parking outside of these areas may result in tickets for which the School of Arts is not responsible
- Inform the gallery staff of any troubleshooting or issues that may arise
- Assume responsibility and liability for any damage(s) to the facility occurring as a direct result of the installation

Installation/Deinstallation:

- Assemble a team to aid in installation and removal of artwork
- Provide all materials needed for installation and deinstallation
- Deliver work that is ready to be hung, with all respective wires, framing, labels, and/or title cards for artwork
    - Take into consideration of possible damage from hanging and review alternatives
- Please no foam tape, only double-sided 3M tape to protect the walls
- Please restore and return the gallery in the condition it was given to you
- Clean walls, spackle and fill holes, repainting, and clean up

Please keep in mind that School of Arts and QC Art Center are not responsible for the following:

- Maintenance or safety of works in the gallery space or storage room
    - Exhibitor may leave works in storage for up to five days before installation and ten days after deinstallation
- Create and print promotional material
- Any individual promotion or flyer distribution – please review our communication policy
- Postage, shipping costs, or handling for any materials or artworks
- Refreshments, food, or utensils for receptions
- Installation or deinstallation
- Reimbursement for materials or item
- Discreet sales of artworks

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The Queens College Art Center Communication Policy

The Queens College Art Center is housed inside of Benjamin Rosenthal Library on the Queens College campus, hence communication and marketing is a vital component for all exhibitions. The access and marketing/media policies are as follows:

Access Policy:

Access to the QC Art Center must be approved for all individuals by the Rosenthal Library prior to each visit.

- To set up an appointment at the gallery, the full name, email address, and date/time for each guest must be sent to qcsoa@qc.cuny.edu at least 2-3 business days prior to their visit
- The curator and point of contact must be physically present for the installation, opening, closing and de-installation
- Curator, artists, and guests may enter at the 65-30 Kissena Boulevard Main Entrance
- Guests may let Public Safety know they are visiting the Art Center and follow the path to the library (the building with the clock tower). You can access the campus map here
- A valid photo ID is required at the front gate with public safety and at the entrance of the library
- Entrance to the Art Center is only available within the library hours of operation, which can be viewed here
- Approved exhibitors may be designated as the primary contact and granted limited access to the exhibition space via a lockbox system mounted outside the gallery, solely for purposes related to the exhibition
- Access credentials will be provided separately, are confidential, and must not be shared, transferred, or distributed to unauthorized individuals under any circumstances
- Keys must not be removed from the Art Center and must be returned to the lockbox immediately after each use. All Art Center spaces must be secured and locked immediately following use and upon departure
- The exhibitor is responsible for ensuring access is limited to authorized individuals and assumes full responsibility for any misuse, loss, or security breach resulting from unauthorized access, including due to negligence or failure to comply with this policy, and agrees to cover the cost of replacing any lost, unreturned, or improperly removed keys
- Queens College reserves the right to modify or revoke access to credentials at any time, at its sole discretion. Failure to comply with these terms may result in immediate revocation of access privileges

Communication Policy:

Marketing and spreading the word for each exhibition is highly encouraged. However, the curator is required to submit the information of any large media sources and press outlets covering the exhibitions to the Queens College School of Arts. The following information is required to be sent at least 4-5 business days prior to the School of Arts:

- Name of outlet/media source
- Contact full name
- Contact email address and phone number
- Date and time of visit

Agreement to exhibit at the QC Art Center implies acceptance of these responsibilities. We look forward to working with you! Thank you for your understanding and exhibiting at The Queens College Art Center.

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QC Art Center

The Queens College Art Center Loan Agreement

THIS AGREEMENT, is entered into as of the last date of signature set forth below (the "Effective Date"), is between The City of New York, a body corporate established and existing pursuant to Article 25 of the Education Law of the State of New York, on behalf of Queens College, located at 65-30 Kissena Boulevard, Flushing, NY 11367 ("Borrower") and _____, having an address at _____("Lender").

General

- All incoming loans are fully documented in writing using the Borrower's Condition Report Form
- If there is a change in ownership or change in the identity or address of the Lender of any loaned item (whether through death, sale, gift, insolvency, or otherwise), the Lender or their agent must promptly notify the Borrower, in writing

Duration

- Incoming loans are not made for more than eight (8) weeks from the Effective Date of the agreement
- If needed, the Borrower will submit a written request to the Lender for a loan extension, at least two (2) weeks prior to the expiration of the originally agreed upon end date. Any extension shall not be effective unless confirmed in writing by the Lender, including by email, approving the extension
- The Borrower does not accept permanent loans, and all incoming loans are limited to the fixed duration set forth in the Agreement or any duly approved written extension

Care and Exhibition

- The Borrower will provide the same care for borrowed items that it does in the safekeeping of its own property
- Evidence of damage or loss to the items will be reported to the Lender immediately and in writing, and will include images of said damage
- In the event of damage or imminent risk of damage, the Borrower shall take reasonable steps to mitigate further loss without prior approval, provided that the Lender is notified as soon as reasonably possible
- Items will not be subjected to restoration, conservation, cleaning, pest treatment, destructive sampling, invasive techniques, or further preparation by the Borrower
- It is understood by the Lender that all items are subject to gradual, inherent deterioration for which neither party is responsible

Insurance and Indemnification

- Items shall be insured at the Lender's expense for the value stated on the attached list of items under an all-risk wall-to-wall policy subject to the following standard exclusions: wear and tear, gradual deterioration, insects, vermin, or inherent vice, hostile or warlike actions, insurrection, rebellion, nuclear reaction, nuclear radiation, or radioactive contamination
- Insurance maintained by the Lender under this Agreement shall be the primary source of recovery for any loss or damage to the loaned items during the loan period, including transit, installation, exhibition, and deinstallation. Queens College, the City University of New York, the Dormitory Authority of the State of New York, the State of New York and the City of New York, as well as their respective officers, directors and employees, shall be named as an Additional Insureds ("Additional Insureds") under such policy
- The Lender shall defend, indemnify, and hold harmless the Additional Insureds, and their respective officers and employees, agents and representatives, from and against all claims, liability, damages, and expenses (including reasonable attorneys' fees) arising out of or related to the ownership, loan, condition, or damage to the loaned items during the loan period, including but not limited to any loss or damage occurring during transit, installation, exhibition, or deinstallation, except to the extent caused by the gross negligence or willful misconduct of the Borrower
- Responsibility for any for loss or damage shall be determined based on when and how such loss or damage occurred during the loan period, as established by condition reports, photographs, and other contemporaneous documentation, and not by the timing of the discovery, reporting, or return of the loaned items
- Indemnification, insurance, and liability obligations arising from events occurring during the loan period shall survive the termination or expiration of this Agreement

Transportation and Packaging

- The Borrower will bear no costs for transportation or packing. The Borrower will return all loan items

Copyright and Reproduction

- Except for loan-related publicity and condition documentation purposes, the Borrower will not cast or otherwise reproduce an item without written permission from the Lender

Credit

- Unless otherwise specified by the Lender, incoming loan items used for exhibition promotion or publication will include a credit line through the lender's logo or a written line reading: "Courtesy of (Lending Institution/Individual)"
- If the Lender requests a credit line or caption different from the above, such credit line or caption shall be submitted to the QC Art Center for written approval, which may include email, prior to its display or publication
- Both the QC Art Center and the Queens College School of Arts must be credited on any promotional materials
- The Borrower will provide, at no cost to the Lender, a hard or electronic copy of any publication resulting from the loan of items

Termination

- Either party may terminate this Agreement upon thirty-day (30) notice to the other party. Upon termination, The Borrower shall cease exhibition of the loaned items and coordinate return arrangements with the Lender. Upon termination, the permissions to reproduce the loaned items shall immediately cease except for condition reporting and internal archival documentation purposes
- The Borrower may terminate this Agreement immediately if continued exhibition of the loaned items presents a risk to its safety or integrity
- Either party may terminate this Agreement immediately in event of a material breach by the other party, provided that the breaching party shall have a reasonably opportunity to cure prior to termination

Governing Law

- The Agreement will be governed and constructed in accordance with the laws of the State of New York and the parties agree to the jurisdiction and venue of courts in the State of New York

Entire Agreement

- This Agreement, the Incoming Loan Form, and the Conditions Report Form contains the entire agreements or understandings regarding the subject matter herein

Signatures

By signing below, the parties acknowledge and agree to comply with the terms of the agreement.

The City University of New York on behalf of Queens College:

Name: _____
Title: _____
Signature: _____
Date: _____

Lender Representative:

Name: _____
Title: _____
Signature: _____
Date: _____