



# EXHIBITION INFO SHEET

EXHIBITOR NAME(S): \_\_\_\_\_ PRONOUNS: \_\_\_\_\_

CONTACT INFO: \_\_\_\_\_

EXHIBITION LOCATION: \_\_\_\_\_

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

OPENING DATE: \_\_\_\_\_ ☐ SENIOR SHOW ☐ NON-SENIOR SHOW

**For Seniors:** Fill out this form, front and back, at least two weeks before your scheduled exhibition date.

**For Non-Seniors:** You will fill out this form after your "exhibition proposal" has been approved and your show date has been confirmed.

## 1. Description of exhibition concept and content. Please list each piece, address the layout of work in the space and details for any large-scale installations.

## 2. Checklist:

- ☐ Show Image: Email a jpeg (150dpi 565 x 318 pixels - landscape orientation) for the website/instagram/SOA newsletter
- ☐ Email or attached 3-5 images of work completed or in progress.
- ☐ Submit a lighting request to the Painting Office: [https://forms.office.com/Pages/ResponsePage.aspx?id=giB6XQdoFE Gz5n4kHRRpor8TeT5CFWhNmUb2b\\_WAf1BUQU5LRIZDN1RLUUVGS08yVjhRM1hERUIYW4u](https://forms.office.com/Pages/ResponsePage.aspx?id=giB6XQdoFE Gz5n4kHRRpor8TeT5CFWhNmUb2b_WAf1BUQU5LRIZDN1RLUUVGS08yVjhRM1hERUIYW4u)
- ☐ Discuss genie lift requests for 41 Cooper Gallery or Colonnade with Exhibitions Coordinator.

## EXHIBITION SPACE DEPOSIT

A deposit submitted via a credit/debit card of **\$100** per exhibition to cover damage to the exhibition space or failure to deinstall completely. This deposit must be charged prior to installation and will be returned to you once your exhibition has been deinstalled properly and on time. The walls, floor and ceiling must be returned to their previous condition. All holes must be patched, sanded and painted. Floors must be clean and clear of any materials from your exhibition. De-installation and repairs must be completed by Sunday at 12pm.

## BUILDING ACCESS FOR INSTALLATION ASSISTANTS

I/we have the following friends or family who will be helping install or deinstall the exhibition. Please list below the names that you would like that have added to the Special Access list at the security desk.

**Please note: all guests will need to show ID and vaccination proof at the guard's desk for entry.**

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## BUILDING ACCESS FOR GUESTS VIEWING EXHIBITIONS

In accordance with Cooper Union's guest policy for Fall 2022, entry to view exhibitions will be granted to outside visitors during exhibition open hours. Guest will be required to provide proof of vaccination by showing their vaccine card or NYS Excelsior App to security when they arrive.

### Exhibition Open Hours:

Tuesday 6-8 // Wednesday 11-5 // Thursday 11-5 // Friday 11-5 // Saturday 9-3

## NO ALCOHOL MAY BE SERVED ON CAMPUS

According to the The Cooper Union Policy on serving alcohol at campus events:  
*"The serving of alcohol is not permitted at any Joint Activities Committee (JAC), Student Shows or any Cooper Union student organization event."*

EXHIBITOR SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_