



Informed of key location

PLEASE SEND US info on your exhibit for our website! Email us a description and a photo (300 dpi).

NACUL CENTER EXHIBIT AGREEMENT

GALLERY
592 Main Street
Amherst, MA 01002

PHONE
(413) 256-8025

EMAIL
tiaarchitects@gmail.com

WEB
www.tiaarchitects.com

Exhibit Contact Name: _____
Business/Program Name (if applicable): _____
Address: _____
Phone: _____ Email: _____
Exhibit Name: _____ Dates: _____
Reception Date: _____ Start Time: _____ End time: _____
Set up Date(s): _____ Tear-down Date: _____

- 1. Does your exhibit include sculptures or installations? Y / N
All three-dimensional works *must be approved*. I agree that such works will be set up against the walls for the *duration of the exhibit*. Artwork on pedestals may be moved to the center of the room for the *reception only*. We ask that the bulkhead be kept clear of artwork to maintain access to the cellar.
- 2. I acknowledge that a **parking attendant** must be present for the reception. Guests will be asked **not to park on North Whitney Street**, and informed of additional parking on South Whitney and side streets off of N Whitney Street. _____
Initial here.

Gallery Rental Flat Fee: **\$450** (Includes \$50 security deposit)
Security Deposit (\$50) due one week after date of confirmation. Deposits are refundable less the costs of repair to gallery walls. Remaining amount due by exhibit opening day. Please write all checks to "**TIA Architects**". _____
Initial here.

My signature verifies that I have thoroughly read and understand the terms as outlined, and I accept the terms and conditions set forth in this agreement.

Contact signature _____ Date: _____
Please return signed agreement to the Nacul Center via email or snail mail.

FOR NACUL CENTER USE ONLY:

Cash Check Check No: _____ Amount: _____

Cash Check Check No: _____ Amount: _____

Authorized Signature _____ Date: _____

GALLERY RENTAL TERMS OF AGREEMENT

TERMS:

I. **Description of space and equipment:** The artistic atmosphere of the Nacul Center gallery makes it a wonderful space to display an exhibit. The gallery space is approximately 1,225 square feet and includes a small stage framed by an archway. An included floor plan highlights the space in which work can be exhibited. The exhibit may be viewed at any time during the Nacul Center's hours of operation, Monday through Friday, 9-5 PM.

For receptions, the gallery can easily accommodate up to 70 people. Receptions may be scheduled on weekends only (Saturday or Sunday), out of consideration for our tenants who use office spaces adjacent to the gallery.

The gallery is equipped with a kitchen which includes a refrigerator, oven, microwave, toaster, sink, and a limited number of dishes, glasses, cups and flatware, all of which may be utilized for receptions. There is one bathroom off the hall adjacent to the gallery, and another on the main floor, to the left of the back EXIT door directly across from the main entrance. There are three folding tables - two of which are 6' x 2.5', and a smaller one that is 4' x 2.5' - which may be utilized as well.

Exhibition:

- A. **Contact:** Exhibit coordinators must identify a contact person to facilitate set-up, staffing needs and clean up of the reception and to serve as the main contact for the duration of the exhibition.
- B. **Displaying Art:** Exhibit coordinators should handle all set up, including lighting track adjustments. A ladder is available upon request. Coordinators should supply their own picture hangers for hanging art on the walls. Please do not use regular nails or products that leave sticky residue. Installations may be hung from the ceiling if discussed in advance with Nacul Center personnel. The Nacul Center has four pedestals - two which are 3 feet tall (1.5 ft x 1.5 ft and the other 1 ft x 1 ft) and two of which are 4 feet tall (1.5 ft x 1 ft and the other 1 ft x 1 ft) - which may be used to display three-dimensional pieces. Video and/or musical installations must be approved beforehand.
- C. **Selling Work:** The Nacul Center does not charge a commission. All profit from sales goes directly to the artist/organization. You may include a small sign instructing visitors interested in purchasing artwork to speak with Leah, the secretary for T.I.A. Architects. Direct them to the staircase on the main floor to the left of the entrance; the T.I.A. office is located at the top of the stairs. The name and contact information of prospective purchasers will be taken down, and the Exhibit Contact person will be informed.
- D. **Publicity:** Publicity is the responsibility of the exhibit coordinators. The Nacul Center would be happy to put up a small sign (8.5 x 11 inches) on our front

door for the duration of the exhibit. This is especially helpful on the day of the reception, so that visitors know they have come to the right place. Also, we can display informational printouts on a shelf and/or table close to the entrance. If you send a publicity email to tiaarchitects@gmail.com, we would be happy to post it on our website and inform our subscribers.

- E. Events: The Nacul Center hosts various events in our gallery space throughout the month. All event coordinators will be advised to instruct their attendees to be respectful of the artwork. Please note that, if you should choose to use pedestals to display three-dimensional pieces, Nacul Center personnel may need to move the pedestals closer to the walls to accommodate for these events. We will take every precaution when moving the artwork.
- F. Weekday Set-up/Tear-down: Those setting up and tearing down the exhibit on weekdays must be considerate of tenants and their clients who may be using the office spaces adjacent to the gallery.
- G. Building Entry: There is no guarantee that Nacul staff will be onsite during your reception. Please ask in advance about the location of the entrance key.
- H. Food/Drinks: Exhibit coordinators provide any and all refreshments, and are encouraged to bring plates, cups, plastic-ware, serving bowls, etc., as our kitchen has a very limited supply. Any dish-ware we do have may be used, as long as it is WASHED AND PUT AWAY at the end of the reception. Alcoholic beverages may be served. All food and garbage must be disposed of at the end of the reception. This includes removing any food remaining in the refrigerator from the reception. Additional garbage bags can be found in the lower cabinet to the left of the stove.
- I. Property: Event guests may use the front lawn of Nacul during the reception. Please note, however, that we rent out the property next door (598 Main Street). This is **private property**. Guests must stay out of their back lawn.
- J. Parking: Onsite parking is limited. Please inform guests that additional parking is available along South Whitney St or on the side streets off of North Whitney. **No parking is allowed on North Whitney Street**. Anyone who parks along N Whitney in close proximity to the building will be towed at the owner's expense. Larger events **must have** a parking attendant to enforce this. Nacul owns two reflective vests available for use.
- K. Locking Up: At the end of the reception, the exhibit coordinator must be sure to turn the gallery thermostat back down to 50 degrees if it was used, turn off all lights, and lock the building.
- L. Liability: Exhibit coordinator agrees to hold Nacul Center for Ecological Architecture, Inc. and its employees/interns free from any liability or claim for damages or suit for or by reason of any injuries to any person or property of any kind whatsoever; from any cause whatsoever, arising out of the use and occupation of the premises by the renting party; and the renting party hereby covenants and agrees to indemnify the Nacul Center from all liability or damage on account of, or by reason of, any such injuries or damage.

CEILING H = 10'-6"
SCALE 1/8" = 1'-0"

