

Rhode Island School of Design Printmaking Department

Contract for Exhibition Space in Benson Hall Gallery

**Benson Hall Gallery
235 Benefit Street
Providence, RI 02903**

Benson Hall Gallery is funded by the Printmaking Department, coordinated by a Printmaking Major and primarily for printmaking exhibitions. The gallery is also used by the Printmaking Department for occasional lectures, meetings, and slide demonstrations. It accommodates all types of requests.

Shows are to be hung on Wednesdays.

All shows must be taken down on the following Tuesday.

Openings take place on Thursday evenings.

Shows and all pieces of work should be properly identified.

RULES FOR BENSON HALL GALLERY:

The Gallery must be returned to pre-existing condition after each show:

All holes, gouges, and scrapes must be spackled and sanded.

All dry spackle, smudges, marks, etc., must be painted with the appropriate white paint.

All brushes, rollers, scrapers, pans, etc. must be cleaned. If you use the sink in Litho you must clean the sink completely.

The divider cannot be laid flat for any purpose in the Benson Hall Gallery.

All garbage, food, nails, art, etc. must be removed.

All of this must be done by the Tuesday before the next show to be hung on Wednesday.

RISD is not responsible in the event of theft or vandalism. The gallery is not insured nor monitored by an attendant.

Because of fire codes, windows cannot be obstructed in any way. Benson Hall is also occasionally used for slides, meetings and lectures. You must check with the Benson Hall Gallery Student Coordinator for unusual requests and installations.

The slide screen may not be taken down for installations.

You must clean up directly after your opening (meaning that night).

Absolutely no alcoholic beverages, or smoking are allowed.

Outside exhibitors must have their work "ready to hang." Outside exhibitors will bear the cost of any announcements other than simple copier ones. Out-of-state exhibitors will have work hung by Work Study students under the supervision of the Benson Hall Gallery Student Coordinator.

This form must be signed and returned to the Benson Hall Gallery Student Coordinator within a week of the exhibition request approval. The date is not finalized until this contract is received. If not returned your date will be assigned to the next exhibition. You must set up a meeting with the Gallery Student Coordinator at least 3 weeks before your exhibition. Exhibitions are for one week. If your scheduled exhibit is canceled for any reason, the prior exhibit will remain in the gallery for an additional week. When possible give the Student Gallery Coordinator at least two days notice.

Name of Exhibitor: _____

Dates of Exhibition: _____

Date & Time of Opening:

Thursday, / / _____

I hereby agree to the above following stipulations.

Signature and Date:

Signature and Date: _____

****The Benson Hall Schedule is tentative pending the need for a Printmaking Visiting artist to exhibit.**