



ARTIST EXHIBIT AGREEMENT FORM

Approved by the Irving K. Barber Learning Centre, November 2018

PURPOSE OF ART SPACES

The purpose of the art exhibition space at the Irving K. Barber Learning Centre (IKBLC) is to provide a visual presence to “encourage the important learning that takes place outside formal educational activities.” The Learning Centre welcomes exhibit proposals from individuals, groups, and organizations within UBC and from the broader community. The following policy outlines the guidelines for exhibits and artists/exhibitors.

POLICY AND TERMS AND CONDITIONS

- Exhibitors agree to release the Irving K. Barber Learning Centre and its officers, employees, agents, and elected officials from and against any and all claims, actions, damage, loss or injury, howsoever or whenever occurring, to works and other property any person at the IKBLC as a result of or in any way connected to the display of the said works.
- Exhibitors must coordinate times for set-up and take-down of exhibit items with IKBLC staff. **Storage for items owned by the exhibitor cannot be provided.**
- Please note that the IKBLC does not participate in commercial sales. No prices will be displayed with items. With permission we will make the exhibitor’s name and phone number available to the public.
- It is the responsibility of the person who signs the agreement for space use to serve as the authorized representative of the group and to remain as the lead contact on the premise throughout the period for which it is reserved.
- Please do not solicit assistance from IKBLC building tenants. Direct all inquiries to your designated liaison from Learning Centre program services.

In order to maintain IKBLC’s art exhibition space, the above terms and conditions apply. **Non-compliance with the above policies may result in the denial of future booking requests.**

Exhibitors violating IKBLC policies may

- a) have their bookings privileges suspended;
- b) have future booking requests denied;
- c) have fines levied on their account/record;
- d) have other penalties applied as determined by IKBLC.

IKBLC does not accept liability for damages, losses, or theft to the materials exhibited. The exhibit space must be left in satisfactory condition. Exhibitors using the art exhibit space must assume liability for damages to IKBLC property resulting from said usage, as assessed by IKBLC.



Irving K. Barber Learning Centre Space Booking Contract

Name of Organization: _____

Contact Person: _____ Title: _____

Complete Address: _____

Phone: _____ Email Contact: _____

Date(s) requested: _____

Set up time for exhibit: _____ Take down time: _____

Title of Art Exhibit: _____

IKBLC does not permit the following for exhibition:	IKBLC permits the following:
<ul style="list-style-type: none"> ✗ dancing/performing arts ✗ overnight storage of art works or accompanying items at IKBLC office spaces ✗ plants or physical (or “live”) specimens to be displayed inside display areas 	<ul style="list-style-type: none"> ✓ signage for directional and art exhibition information on artists and art works ✓ promotion of art exhibition on IKBLC website ✓ assistance with installation of art works into display cases

If you have any questions, please do not hesitate to contact Kristen Wong, Community Engagement Programs Assistant, at 604.822.3310, or inquire at kristen.wong@ubc.ca

I have read the Irving K. Barber Learning Centre space policy and agree to comply with it.

(Organization name) _____ agrees to release,

Name: _____ Signature: _____

Dated this _____ day of _____, 20_____.