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Artist's Request to Display and Agreement Regarding Display of Artwork at Northeastern University's Annual Staff and Faculty Art Exhibit, to be held [September 2007](#)

I, _____ (please print),
request permission to exhibit my artwork ("my Work"),
entitled _____ (please print),
at Northeastern University's Annual Staff and Faculty Art Exhibit, ("the Exhibit"), during the period of
[September 2007](#).

Please write a brief a)artist bio or b)artwork description/meaning to you to be printed in the gallery guide:

I understand and agree that I could suffer property damage or loss as a result of my participation in this Exhibit and that Northeastern University will not provide property insurance for my artwork. This includes the period after I relinquish possession of my Work by delivering it at the designated date, time and location in preparation for display, up to and including the time I pick up and retake possession of my Work following completion of the Exhibit. I also understand that I am under no obligation to participate in this Exhibit, and I am voluntarily choosing to do so.

As consideration for this permission, I hereby waive and release Northeastern University, its trustees, officers, directors, employees, agents, and students from any and all liability for losses, damages, injuries or costs of any kind that may arise out of or that may in any way be related to my participation.

If the Exhibit Committee accepts my Work for display, I agree to provide the Committee with a complete description of the Work, the estimated value of my Work (only for our records), the details of any special care which may be required to safely transport/display/handle my Work, and that it will be display ready.

I agree to submit my Work between the hours of 9:00 a.m. and 11 a.m. on one of the dates beginning [Tuesday, August 28](#), and ending [Thursday, August 30, 2007](#) (unless other arrangements have been made with the Exhibit committee chair), and to pick up my Work following the exhibit between the hours of [12:00 p.m. and 3:00 p.m.](#), on [Friday, September 28th, 2007](#) (unless other arrangements have been made with the Exhibit committee chair).

I understand and agree that I will not hold Northeastern University responsible for my Work if I have not picked it up, nor made, or communicated to Committee Chair, arrangements to pick up my Work by 3:00 p.m. [Friday, September 28, 2007](#). I understand and agree that I am the only person authorized to pick up my work following the exhibit and that, unless notified in writing, the Committee will not release my Work to any other person.

I understand that this exhibit is for display purposes only, and that artwork may not be sold during the exhibit

Signature of Artist/Exhibitor

Date

Please return to: Pat Neblett 112 Hayden Hall