



## ARTIST EXHIBIT AGREEMENT FORM

**Approved by the Irving K. Barber Learning Centre, March 15, 2011**

### PURPOSE OF ART SPACES IN IKBLC

The purpose of the art spaces (Ike's Café and Main entrance display cases) 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

- 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.
- Installation and removal of exhibits is the responsibility of the exhibitor.
- Please note 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 premises throughout the period for which it is reserved.
- Please do not solicit assistance from IKBLC building tenants, **including Library Circulation staff**. Direct all inquiries to your designated liaison from Learning Centre program services.

### Irving K. Barber Learning Centre Space Booking Contract

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Complete Address \_\_\_\_\_ Phone \_\_\_\_\_

Email Contact \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Time(s) requested: a. set-up \_\_\_\_\_ b. event start time \_\_\_\_\_ c. event end time \_\_\_\_\_

Title/Purpose of Space

Needs \_\_\_\_\_

Expected Audience \_\_\_\_\_

IKBLC does not provide the following equipment needs:	IKBLC does provide the following needs:
<ul style="list-style-type: none"><li>✘ Lectern</li><li>✘ Internet access with library laptop</li><li>✘ White Board and video projector</li><li>✘ PA System</li><li>✘ Video Projector (with VCR/DVD)</li><li>✘ Overhead Projector</li><li>✘ Video projector</li></ul>	<ul style="list-style-type: none"><li>✓ Portraits of Learning TV</li><li>✓ Provide contacts for A/V support and extra furniture orders</li><li>✓ Signage for directional Support</li><li>✓ Assist with room booking for programming and reception space</li></ul>

If you have any questions, please do not hesitate to contact Allan Cho, Program Services Librarian, at 604.827.4366, or inquire at [allan.cho@ubc.ca](mailto:allan.cho@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\_\_\_\_\_.