

# Chicago Curates Columbia II

## Submission Form

**DEADLINE THURSDAY, DECEMBER 13, 5PM**

Three pages total

If you have any questions, please contact DEPS Exhibition Coordinator, Mark Porter, [mporter@colum.edu](mailto:mporter@colum.edu)

**Chicago Curates Columbia II**, January 28-March 15, 2013,  
C33 Gallery, 33 East Congress, 1<sup>st</sup> floor.  
[http://www.colum.edu/Student\\_Life/DEPS/index.php](http://www.colum.edu/Student_Life/DEPS/index.php)

The Department of Exhibition and Performance Spaces (DEPS) is seeking submissions for the second exhibition in the *Chicago Curates Columbia* exhibition series. If you have work completed within the past three years that can be described “experimental, mixed genres, hybrid films, art video or film”, this opportunity is for you! We are especially seeking out installation projects or interactive works.

*Chicago Curates Columbia* is an exhibition series that is designed to engage arts professionals from various creative industries with the diverse arts and culture makers of Columbia. Pairing successful arts practitioners with Columbia College disciplines, the program brings curators to campus to meet with students, provide informed critiques and curate exhibitions of student work. Goals of the program include creating contacts between students and industry professionals and providing exhibition opportunities to students who may not envision their work as existing within a gallery space. *Chicago Curates Columbia II* will be curated by the co-founder of Aspect Ratio gallery.

Artwork to be loaned/exhibited

Total Loan Period\*- **January 11, 2013- March 20, 2013**

\*The Exhibitor agrees that he/she will not withdraw the loan during the period of this exhibition contract and confirms *DEPS*

right to return the work after the close of the exhibition. **You must sign the bottom of the third page to indicate agreement of DEPS exhibition policies.**

Artist Name \_\_\_\_\_

Contact Info: Phone \_\_\_\_\_ Email \_\_\_\_\_

**YOU MUST FILL OUT ALL FIELDS FOR EACH PIECE SUBMITTED**

Title of piece \_\_\_\_\_

Year created \_\_\_\_\_ Medium/process \_\_\_\_\_

Please indicate technical requirements (DEPS does have a LIMITED supply of monitors, video projectors, computers and pedestals). You may include these details on an additional page.

If piece is installation based or sculptural, please indicate dimensions  
HxWxD \_\_\_\_\_

Will you be installing the piece or do you want DEPS staff to install it?  
\_\_\_\_\_

**Piece need to be received by January 11, 2013 or installed between January 12-January 27. Pieces need to be dropped off/installed in C33 Gallery, 33 East Congress (+Wabash Ave), First Floor during normal business hours.**

AFTER SUBMITTING THIS FORM, YOU WILL BE CONTACTED BY DEPS STAFF.  
ACCEPTED APLICANTS WILL MEET WITH THE CURATOR

### **DEPS Exhibition Policies**

#### **Equipment and Materials**

If the Exhibitor requires *DEPS* to purchase any equipment and/or materials for the exhibition, *DEPS* must be notified in writing by the deadline listed above. *DEPS* reserves the right to retain any materials and/or equipment purchased for the exhibit, after the close of the exhibition. *DEPS* owns several display pedestals of various sizes that are shared between four galleries. The Exhibitor/ Curator will notify *DEPS* in advance if pedestals are needed so that they can be reserved.

#### **Condition Reports**

*DEPS* will exercise the same care and respect to its loans as it does in the safe-keeping of its own collection. Upon receipt, *DEPS* assumes the right, unless specifically denied by the Exhibitor, to examine the work for damage and document its condition. It is understood that *DEPS* will not clean, restore or conserve the work unless the immediate safety of the work is at risk.

#### **Storage**

If *DEPS*, after reasonable efforts, is unable to return the work to the Exhibitor, or if the Exhibitor has previously agreed to pick up the work in person and does not claim it, *DEPS* shall have the right to place the work in its own storage facility (contingent upon space restraints) for a period limited to one year. If, after one year from the end date of the exhibition, the Exhibitor has not retrieved the work or is unreachable for return shipping, *DEPS* reserves the right to either add it to the College's permanent collection, donate it to charity, or dispose of it.

**Security**

Whenever possible, *DEPS* will post an attendant in the gallery. It may not be possible to have the gallery monitored during all open hours; however, a security guard is posted directly outside of the gallery in the main lobby during all open hours for the building. At the Exhibitor’s request, *DEPS* will consider providing security to maintain a presence in the gallery space at all times.

**Insurance**

Unless the Exhibitor expressly elects to maintain his/her own insurance, *DEPS* will insure this loan under Columbia College Chicago’s all-risk, wall-to-wall insurance policy. The policy covers the work against all risks of physical cause on location during the loan period. A certificate of insurance will be provided only by request. The amount payable by insurance secured in accordance with this loan agreement is agreed to be the sole and exclusive remedy available to the Exhibitor from *DEPS* in the event of loss or damage to this loan. The value of the Exhibitor’s work is indicated on the front page of this contract. In the event that the value of this loan changes, it is the responsibility of the Exhibitor to notify *DEPS*.

**Liability**

*DEPS* is liable for theft and damage to work on display in a *DEPS* gallery if the loss or damage is caused by *DEPS* failure to use a reasonable degree of care. If damage was the result of structural failure of the work or hardware, *DEPS* is not liable.

**Sales**

*DEPS* will not be responsible for the completion of sales. Individuals interested in purchasing work on exhibit will be directed to the Exhibitor.

**Use and Likeness of Artwork**

All artwork may be photographed and/or reproduced in print or online for educational or promotional purposes.

Upon signing this contract, the Exhibitor is agreeing to adhere to all terms defined here. *DEPS* reserves the right to cancel exhibitions and related programming if deadlines are missed. The Exhibitor is aware that *DEPS* reserves the right to refuse any artwork or installation, which is unsafe and/or does not meet the terms defined on this form. This Agreement constitutes the complete understanding of the parties and supersedes all previous oral or written understanding. The Agreement is binding upon any future administration of the Exhibitor. No waiver or modification of any provision shall be valid unless in writing and signed by both parties.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_