Exhibitor & Project Space Gallery Memorandum of Understanding

Please sign and return by email or in person to The NYUAD Art Gallery main office. The exhibition is not confirmed until agreement is signed and reviewed by The Art Gallery at NYU Abu Dhabi.

Name of Show: ___________________
Organizer/Point of contact: ___________________
Location/Based in: ___________________
Email: ___________________
Contact Number: ___________________
Artist(s): ___________________

Exhibition Production deadlines and show dates:
The Project Space has the ___________________ exhibition confirmed for:

______________________________________

with two weeks of install before and one week of deinstall after.

Below is a timeline of the exhibition:

<table>
<thead>
<tr>
<th>Artwork drop off date</th>
<th>Installation Dates</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Exhibition start date</th>
<th>Dates and time of openings/events</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Exhibition end date</th>
<th>Deinstall and return space to original state</th>
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Production Deadlines

Below is the timeline of deliverables, to which all parties commit. If the below timeline is not met, NYUAD will be unable to fulfill its commitment to this exhibition, and reserves the right to cancel or postpone the exhibition.

<table>
<thead>
<tr>
<th>DELIVERABLE</th>
<th>TIME FRAME</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>1. Exhibition title</td>
<td>Required 1 month before date of opening</td>
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<tr>
<td>2. List of artists</td>
<td></td>
<td></td>
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<tr>
<td>3. Publicity Materials Required (see list below) -- Text to be used for PR and website</td>
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<td></td>
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<tr>
<td>4. Artwork draft checklist</td>
<td></td>
<td></td>
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<tr>
<td>5. Exhibition floor plan</td>
<td>3 weeks before opening</td>
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<tr>
<td>6. Any text material that will be accompanying the show – needed for final sign-off by NYUAD public-facing review.</td>
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<td>7. Final artwork checklist (with full caption information, dimensions, materials, etc.) using supplied exhibition checklist template.</td>
<td>1 week before opening ***no changes can be made without gallery approval after final floor plan and checklist have been approved</td>
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<tr>
<td>8. Final exhibition floor plan</td>
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</table>

Exhibitor - Responsibilities

The Exhibitor is expected to prepare and deliver the exhibition, including physical install and deinstall. The team of The NYUAD Art Gallery will support this process. The Exhibitor will share all plans and texts with NYUAD on the above-outlined schedule to enable effective delivery of Public Relations and Press materials, and to enable NYUAD to comply with exhibition regulations for Health and Safety, Labor Compliance, and DCT events requirements.

The Exhibitor will be responsible for:

1) **Show Install / Deinstall**
   a) The Exhibitor is responsible for overseeing and completing the installation and deinstallation of exhibition.
   b) The exhibitor is responsible for organizing and financing the delivery and pick-up of artwork before and after the exhibition.

2) **Artwork Selection and Care**
   a) All artworks agreed upon with The Project Space team based on your final checklist are expected to be included in the exhibition, and any additional artworks or changes MUST
be approved in advance of the installation date.
b) Insurance for any artwork during the exhibition, installation or deinstallation, or shipping of the artwork is the responsibility of the artists or the exhibitor.

3) Publicity Materials Production, Submission, Delivery
   a) The exhibitor or artist is responsible for gathering and providing any material requested by The Project Space Gallery that relates to the exhibition by the above stated dates. This will be used for promotional activities to bring publicity to the exhibition.
      i) Final show title
      ii) Show images - including a landscape and a portrait orientation
      iii) A show thumbnail description/curator statement -- 300 words
      iv) Curator / Artist Bio(s)
      v) Quotes for PR (optional)
      vi) Print Materials
   b) All print materials - brochures/texts/wall labels/floor plans and any other print materials are the responsibility of the exhibitor/artists to design and produce.
   c) All print materials need to be approved by the gallery in advance of the opening of the exhibition. Revisions may be required based on house style, or NYUAD PR guidelines.

NYUAD/Project Space Gallery - Responsibilities

The NYUAD/Project Space will provide oversight of the exhibition production, engaging advice and guidance by its technical and curatorial staff, to realize a professional exhibition. NYUAD’s PR department will likewise steer the presentation of the exhibition to the Press and in its web materials.

1) Funding:
   a) Upkeep of the venue and all expenses related to operating the space, facilities, EHS, etc.
   b) Security officer for the duration of the exhibition
   c) Opening reception simple catering (including coffee, tea and cookies)
   d) Printing of print-ready materials on A-4 or A-3 paper as needed (this does not include cost of any special requirements such as folding or binding)
   e) NOTE: Any other expenses, unless agreed upon, are the responsibility of the Exhibitor or artists

2) Production
   a) Art Preparation/Install guidance – The art handler will advise and enable the install process in a supervisory capacity during business hours on weekdays (Sun-Thurs, 9-5).
   b) Materials -- The NYUAD Art Gallery team will provide tools, and general materials for the installation and deinstallation of artwork.
   c) Lighting -- The NYUAD Art Gallery team will light the exhibition with existing lighting and tracks.

3) Publicity
   a) The NYUAD PR department will:
      i) circulate a press release/media alert to regional media
      ii) invite and manage the press at the opening
      iii) provide summary of press at conclusion of exhibition
   b) The NYUAD Art Gallery will provide:
i) e-blast inclusion (14,000 subscribers)
ii) Campus wide exhibition flyers if requested

To the best of its ability, The NYUAD Art Gallery will attempt to secure a Social Media intern to dedicate to the marketing of the exhibition.

4) **Events/Programming**
   a) The NYUAD/Project Space is prepared to produce the opening event with simple coffee/tea/cookies reception. If the Exhibitor wishes to program beyond this, these must be reviewed with NYUAD, and approval permits from TCA must be processed in advance.

**NOTICES:**

1) **Compliance with venue non-profit mission**
   a) The Project Space is a non-commercial venue and no exhibitions shall present the work or exhibition in service of sales.
   b) The exhibitor / artist(s) is responsible for all inquiries related to the buying or selling of the artwork, The Project Space does not take commissions for any artwork sold and is not involved in any way should there be interest in the sale of artwork.

2) **Working hours**
   a) Gallery team install assistance will only be available Sunday-Thursday 9-5pm. Personal access after 5pm and on Friday or Saturday is available if needed.

3) **Health and safety / compliance**
   a) The Exhibitor / artist(s) is prohibited from making any unalterable changes to the gallery. All plans must be approved and the gallery must be returned in the state it was received by the end of the de-install period.
   b) Changes to the gallery must be reviewed to prevent violation of NYUAD’s health and safety code. NYUAD is prohibited from blocking or covering doorways, vents, and fire exit signage. The exhibition floor plan will be crucial for enabling approval from health and safety.

4) **Loss and damages**
   a) NYUAD/The Project Space is not responsible for reimbursement in the case of theft or damage of artwork or any equipment used during the exhibition, installation, deinstallation, or shipping or storage of the artwork.
   b) All artwork and/or personal items, must be removed from the gallery at the end of the de-install or they must be discarded.
Exhibitor name:
Date:
Re: (Organization) Memorandum of Understanding with NYUAD

Signature of Exhibitor

If the above is agreeable, we request a signature indicating that you have received and agree to this understanding.

Signature: ______________________

Name: ______________________

Title: ______________________

Date: ___/____/____