

Pedestal Request Form

MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO INSTALLATION

NAME & PRONOUNS: _____

LOCATION: _____

PHONE: _____

DATES REQUIRED: _____

EMAIL: _____

DEPARTMENT: _____

STUDENT ID #: _____

FACULTY POINT PERSON: _____

DATE REQUESTED: _____

FACULTY EMAIL: _____

PEDESTALS:

pedestals/platforms/vitrines are white, rectangular boxes. Standard pedestal height is 34"-36"

| QUANTITY | ARTWORK SIZE H x L x W (INCHES) | PEDESTAL SIZE H x L x W (INCHES) |
|----------|---------------------------------|----------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SHELVES:

WHITE FLOATING SHELF

three sizes, laminated white, cannot be painted. _____ 12" x 10" _____ 44" x 10" _____ 74" x 10"

MISCELLANEOUS SHELVES

please indicate size of work/preferred type of shelf (i.e. sconce, picture ledge)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

Requests must be submitted two weeks prior to installation date. Pedestals will be dropped off in the gallery on the first day of installation by Exhibitions staff.

Please refer to our Pedestal Inventory when selecting pedestals. Your preferred pedestal may not be available; please provide the size of your artwork so we can find an alternative.

All pedestals are painted with flat 200 gallery white; you must repair any holes or marks you create. If you paint the pedestal, you must prime and repaint it back to its original white. Flat 200 paint is available for use from Exhibitions.

Equipment Request Form

MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO INSTALLATION

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LOCATION: _____

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DATES REQUIRED: _____

EMAIL: _____

DEPARTMENT: _____

STUDENT ID #: _____

FACULTY POINT PERSON: _____

DATE REQUESTED: _____

FACULTY EMAIL: _____

***Please refer to Exhibitions A/V Inventory ***

PROJECTOR:

MOUNT TYPE: CEILING PEDESTAL

QUANTITY: _____ MODEL: _____ FILE TYPE: _____ FILE SIZE: _____ 4K: _____

NOTES: _____

FLATSCREEN:

all flatscreens come equipped with a wall mount

QUANTITY: _____ 22" _____ 28" _____ 40" _____ 43" _____ 48" _____ 55"

NOTES: _____

IPAD:

QUANTITY: _____ MODEL: _____ MOUNT TYPE: WALL ☐ PEDESTAL (45°) ☐

NOTES: _____

IMAC:

QUANTITY: _____ SOFTWARE/WIFI REQUIREMENTS: _____

NOTES: _____

AUDIO:

flatscreens/projectors/ipads have internal speakers

QUANTITY: _____ HYPER IMMERSIVE _____ ROLAND MONITOR _____ LOGITECH _____ IPOD
DIRECTIONAL SPEAKERS SPEAKERS MEDIA SPEAKERS
_____ WIRED HEADPHONES _____ BLUETOOTH HEADPHONES

NOTES: _____

All spaces must be filled for our consideration. You must complete the attached instructions to ensure the Office of Exhibitions can turn your work on/off during the exhibition. Without instructions, your specific work(s) will not be operational during the exhibition. Projectors cannot be left on overnight. The student will be charged late fees if equipment is not returned to Exhibitions by 4pm on de-install day.

DO NOT LEAVE EQUIPMENT UNATTENDED IN THE GALLERY. By signing this form, you assume all responsibility for the equipment listed above until you return it directly to Exhibitions staff. I agree to accept liability for the equipment listed above. I understand that should any damages or theft due to negligence occur while the equipment is in my possession, I will be held financially responsible for the full amount of the repairs/replacement of the equipment.

SIGNATURE & DATE: _____

CHECK-OUT INITIALS & DATE: _____ CHECK-IN INITIALS & DATE: _____

STUDENT

EXHIBITIONS

STUDENT

EXHIBITIONS