Department of
EXHIBITIONS

MICA
PLEASE RETURN TO:
FOX BUILDING 120
410 225 2280
EXHIBITIONSREQUESTS@MICA.EDU

Equipment / Pedestal Request Form

NAME _____ **PHONE** _____ **EMAIL** _____

DEPARTMENT _____ **DATES REQUIRED** _____

FACULTY POINT PERSON _____ **FACULTY PHONE/EMAIL** _____

LOCATION

Pedestal Request Forms must be submitted at least two weeks prior to installation date. All spaces must be filled for our consideration.

You are responsible for turning your work on/off during the course of the exhibition. If you are not able to do this, you must give the Exhibitions Department detailed instructions on how to operate, turn on/off your specific work(s) or it will not be operational during the exhibition. LCD projectors cannot be left on overnight.

You are fully responsible monetarily for any damage or loss to the Exhibitions Department's equipment. You will be required to sign a waiver, exempting the Exhibitions Department from loss or damage while the equipment is in your possession.

The student will be charged late fees if equipment is not returned to the Exhibitions Office by 4pm on de-install day.

PEDESTALS

QUANTITY	PLEASE LIST THE SIZE OF THE ARTWORK.

EQUIPMENT

QUANTITY	STUDENT MUST CHECK OUT EQUIPMENT IN PERSON.

Sketch of installation:

If the work is more than a simple video or audio piece please draw a sketch of the planned installation. For more room use the back of the sheet.