

**Charles Adams Studio Project: (CASP)**  
**5&J Gallery**  
**1106 5th St**  
**Lubbock, TX 79401**

## **5&J GALLERY EXHIBITION TERMS AND CONDITIONS**

Our goal is to provide a professional, flexible, clean, and well-lit space for artists to exhibit. In order to help sustain the space, CASP also offers 5&J as a venue for private events as well as art exhibitions. We work with each party involved to allow both kinds of events to thrive in the same space simultaneously. Specific questions and concerns are addressed on a case-by-case basis.

CASP does not censor artwork. CASP does reserve the right to do a walk-through of the exhibition prior to opening and determine whether a “mature content” sign should be placed at the gallery’s entrances. CASP has the sign and will put it up if necessary.

### **Sale of Artworks**

CASP does not take a percentage on art sales. Artists are responsible for collecting sales tax on any sales. Please see [www.window.state.tx.us/taxinfo/sales](http://www.window.state.tx.us/taxinfo/sales) for more information.

### **Access to Gallery**

At the agreed upon installation/set-up date, the artist/event organizer will be given a key with access to 5&J Gallery. The key is to be returned at the end of the exhibition. The key is to be picked up and returned to Charles Adams Gallery (602 Ave. J). A CASP representative will be available to assist in monitoring the event and to answer questions as needed.

### **Doors**

The 5&J Gallery has one storefront door and three, glass garage doors. We encourage you to open the garage doors when weather permits, as more visitors will be free to enter the space. When weather does not allow for this, the gallery does have central heat & air. We require that heating and cooling be turned off when garage doors are open. **Please be very careful/slow when raising or lowering garage doors as they can throw their chain or cable very easily.**

### **Alcohol Related Policies**

BYOB is not allowed during First Friday Art Trail. During FFAT a cash bar is on the premises.

## **First Friday Art Trail Policy (FFAT)**

### **Set-Up and Duration**

Set-up must conclude no later than 5:00 PM on the Friday of your event as guests tend to show up before 6:00 PM. FFAT begins promptly at 6:00 PM and ends at 9:00 PM during the months of January, February, and March; during the months of April, May, June, July, August, September, and November, FFAT begins at 6:00 PM and ends at 10:00 PM. If you wish for your event to run beyond 9:00 PM during the winter months, you must make arrangements with CASP prior to your event.

*We highly encourage you to be present for the entire duration of the event.*

### **Art Installation Policies**

Exhibitors must install their own exhibitions. CASP can provide professional art installation services upon request for \$35/hour.

Two ladders (8 ft. & 12 ft.) are available for exhibition install and lighting. CASP provides heads and bulbs for our track lighting system. It is rated for three heads per 8 ft. length.

***The exhibitor is responsible for labels.***

CASP is not liable for any accidents or injuries that occur during the installation process. Please exercise caution during the installation process.

#### **Approved Hanging Hardware:**

Hammer

Pushpins

Hanging Flourets 35lb rated

1 1/2" screws (for larger work)

*\*CASP provides this hardware.*

Dry wall is backed with 3/8" OSB (wood). For this reason, screws longer than 1 1/2" offer no extra strength.

\*You will be given containers with the approved hanging hardware upon request. Please return all hardware to the appropriate container at the end of your exhibition. No drills provided.

#### **Prohibited Hardware:**

**Glue**

**Tape and Double-sided Tape**

**Sticky Pads**

**Velcro**

**Glitter**

**These materials are damaging to the gallery walls and floors and are, therefore, prohibited.**

**Toggle Bolts and Wall Anchors are unnecessary and are, therefore, prohibited.**

**Hanging art from the ceiling is prohibited.**

**\*ABSOLUTELY NONE OF THESE MATERIALS CAN BE USED FOR HANGING IF USED, THE EXHIBITOR WILL BE FINANCIALLY RESPONSIBLE FOR ANY DAMAGES INCURRED.**

Artists are allowed to paint directly on the walls. PLEASE NOTE: in order to paint on the walls, the walls have to be returned to the condition that they were in before your installation. The artist is responsible for all paint and supplies necessary to restore the walls.

### Uninstallation

Artists are responsible for de-installing their exhibition. This includes removing all art-work, labels, and hanging hardware from the walls.

CASP is responsible for sand, Spackle, and touch up paint *unless the artist has chosen to paint the walls (see above)*.

We do our very best to provide each exhibition with a clean space. We ask that each artist return the space as you have found it.

**If you agree to these terms and conditions, please sign and date below indicating that you understand and will adhere to our 5&J Gallery Terms & Conditions. Digital signatures are acceptable.**

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Signature

Date