

**Charles Adams Studio Project (CASP)**  
**5&J Gallery**  
**1106 5th Street**  
**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. To sustain the space, CASP 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 signage and will display them 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.

### **Insurance**

CASP does not carry insurance for artwork.

### **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) or to a CASP representative. A CASP representative will be available to assist in monitoring the event and to answer questions as needed.

### **Doors and Floors**

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 has central heat & air. We require that heating and cooling be turned off when garage doors are open. **Please use caution when raising or lowering garage doors. Raise or lower the doors slowly, as they can throw their chain or cable easily.**

Due to the garage doors and the natural dust of the area, CASP cannot guarantee polished floors. The floors will be swept and mopped for cleanliness.

## **Alcohol Related Policies**

BYOB is not allowed during First Friday Art Trail. A cash bar is on the premises.

## **Set-Up and Duration**

Set-up must conclude no later than 5:00 PM on the Friday of your event as guests will start to arrive before 6:00 PM. FFAT begins promptly at 6:00 PM and ends at 9:00 PM.

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

## **Art Installation Policies**

Artists 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 artist is responsible for labels.***

### **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:**

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

- **Glue**
- **Tape and Double-sided Tape**
- **Sticky Pads**
- **Velcro**
- **Glitter**
- **Toggle Bolts**
- **Wall Anchors**

**\*THESE MATERIALS MAY NOT BE USED FOR HANGING. THE ARTIST WILL BE FINANCIALLY RESPONSIBLE FOR ANY DAMAGES INCURRED IF THESE ITEMS ARE USED.**

Hanging art from the ceiling must have prior approval.

Artists are allowed to paint directly on the walls. PLEASE NOTE: Walls must 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.

**De-installation**

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

**Liability**

CASP is not liable for any accidents or injuries that occur during the installation, showing, or uninstallation. Please exercise caution when using the space.

**Event Date**

The date of the artist's exhibition is \_\_\_\_\_

The artist may begin installation on \_\_\_\_\_

De-installation must be completed no later than \_\_\_\_\_

\*These dates are subject to change. CASP will notify the artist of any changes.

**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