

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

5&J GALLERY EXHIBITION SERIES 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 space simultaneously. Specific questions and concerns are addressed on a case-by-case basis.

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 dust-free floors.

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 are responsible for the installation and de-installation of their exhibitions.

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.

Hanging Hardware Provided by CASP:

Hammer

Pushpins

Hanging Flourets 35lb rated

1 1/2" screws (for larger work)

The above tools are the only approved methods of hanging work in the 5&J Gallery. Artists may supply their own hardware based on these guidelines.

Please return all hardware to the appropriate container at the end of your exhibition. No drills provided.

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

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.

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 for more information.

Mature Content

CASP does not censor artwork. The 5&J Gallery Exhibition Series takes place in conjunction with the Lubbock First Friday Art Trail (FFAT), which is marketed as a free, family friendly event. As such, CASP's primary responsibility is health and human safety for artists, viewers, and the venue.

The Artist is required to inform CASP of any mature content in the exhibition. This is to ensure CASP has ample time to accommodate the work by providing "mature content" warning signs and other necessary preparations.

CASP reserves the right to do a walk-through of the exhibition prior to opening and determine if mature content is present.

Insurance

CASP does not carry insurance for artwork.

Alcohol Policy

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

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.

Governing Law

These terms and conditions are subject to local Lubbock ordinances, Texas State law, and United States Federal law.

Event Dates

If an application has been selected for the 5&J Gallery Exhibition Series, CASP will work with the artist to determine the dates of the exhibition, including installation and de-installation.

*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.

Signature

Date