

## Exhibiting at the University of Oregon in Portland | Light Court Commons

The White Stag Block is home to the University of Oregon's Portland Programs. Light Court Commons (LCC) is a multi-purpose space that accommodates exhibitions and events. Accepted exhibitions must be amenable to the community use of LCC. University of Oregon in Portland gives priority to exhibitions that connect to university programs. Presentations accepted for exhibition must meet a high standard related to design, display, content, materials, and structure.

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### Display Parameters

Any use of adhesive, markers, paint or other substances on White Stag walls, floors or other surfaces is not allowed. These restrictions apply to all types of displays.

Wall Displays: Wall work is displayed with an [Arakawa hanging system](#). The Exhibition Sponsor must provide items framed with picture-hanging wire or printed on panel material, stiffened with a backing material (foam core, styrene, gator board, etc.). Display materials are hung with Arakawa hardware, AF3P (compatible with 1/4" diameter grommets with a 3/16" opening). UO Portland has 12- 4'x8' wall panels for the hanging system that allow for 2D work that is not framed or mounted to be pinned upon.

Freestanding Exhibits: Presentation furniture (i.e. pedestals, cases, vitrines, etc.) must be provided by the Exhibition Sponsor and approved by UO Arts and Culture Coordinator prior to installation.

Video and Audio: Use of the permanently installed plasma screen and three ceiling mounted video projectors is optional. Sound is available for special cases with limited duration.

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### Roles and Responsibilities

Application: The proposed exhibit must be in pristine condition. Photos, visual aids, and installation schematic (please reference floor plan PDF) which accurately describe the presentation, are required with the exhibition proposal form (jpeg, PDF, or URL).

Insurance: All displayed materials require a signed liability waiver or include a professional valuation with valid insurance and endorsement documents.

Security: UO recommends Exhibition Sponsor secure freestanding or technical elements.

Installation and De-install: This is the responsibility of the Exhibition Sponsor, in coordination with the UO Arts and Culture Coordinator regarding timeline and facility resources. Required hardware, supplies (L-hooks, wire, etc;) and specialized or power tools are the responsibility of the Exhibition Sponsor.

Communications and Events: These are the responsibility of the Exhibition Sponsor. However, communications and events must be approved and coordinated in advance with the UO Arts and Culture Coordinator. Plans for exhibition related events and/or communications are required in the proposal description.

Third-Party: All third-party agreements (deliveries, guest speakers, catering, etc.) must be submitted to the UO Arts and Culture Coordinator for approval and coordination.

Contracts: the UO and Exhibition Sponsor will agree to prepare and sign either a UO Facility Use Agreement or a UO Personal Property Loan Agreement with all owners of the personal property.

Photography: Exhibition material may be photographed by the University of Oregon, and the images may be reproduced for University's purposes, including documentation and publicity. The University of Oregon agrees to provide appropriate photo credit per reasonable instruction. Given the public nature of the LCC, exhibitions may also be photographed by the media and general public.

Complete the following proposal form electronically. E-mail completed form with example images and a completed installation schematic (referencing the floor plan diagram provided at the end of this form) to the UO Arts and Culture Coordinator at pdxinfo@uoregon.edu. The subject line should read: "UO PDX Exhibition Proposal".

***Proposals are welcome at any time; however exhibits are typically scheduled six months in advance. Proposals must be received a minimum of four weeks prior to installation. Incomplete proposals will be delayed in the approval process.***

Proposals are reviewed by the UO Arts and Culture Coordinator and UO Exhibitions Committee. You will receive either a reply or request for more information, typically within two weeks.

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**Exhibition Sponsor**

UO affiliated

yes

no

Name, title, organization or department:

Contact phone, contact e-mail:

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**Primary contact person** (if different than Exhibition Sponsor)

Name, title, organization or department:

Contact phone, contact e-mail:

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**Art handler or installer** (if different than Exhibition Sponsor)

Name, title, organization or department:

Contact phone, contact e-mail:

**Exhibition Title**

**Description of exhibit**

**Exhibit's relevance to the UO mission as well as local or global interests**

**Proposed dates of exhibit** (installation and de-installation are the responsibility of the Exhibition Sponsor)

**Corresponding events**