
STUDENT ALUMNI UNION DISPLAY CASE POLICIES & EXHIBITOR AGREEMENT

I. GENERAL POLICIES

1. There are six (6) large display cases and six (6) small display cases in the Student Alumni Union (SAU) lobby for use by RIT students, faculty, staff, alumni, invited guest and non-affiliates. These cases are free of charge for members of the RIT community and invited guests. There is a service fee of \$10/day for non-affiliates.
2. Display cases are available on a first come, first serve basis upon the 'opening of the books' for the academic year. Display case reservations are made by contacting SAU Reservations at 475- 6992. A confirmation and copy of this policy will be emailed to the requestor. The requestor will abide by the policies herein and this document will serve as an agreement between the Center for Camps Life (CCL) and requester.
3. Display cases may only be reserved for two weeks at a time.
4. Display time periods are generally one to two weeks per event or as set by the Center for Campus Life. Reservations begin at Noon on Monday and end on the following Monday at Noon.
5. The exhibitor is expected to use all of the display cases reserved by him/her or cancel the reservation in a timely manner to make case(s) available to others. If a reserved display case is not used by 12:00 P.M. on the Wednesday following the start of the reservation period, the requestor will forfeit the reservation for that case and the Center for Campus Life will reassign the display case.
6. A waiting list will be maintained of those parties who are interested in display case reservations but cannot be accommodated. As display cases become available due to forfeiture, the cases will be filled in accordance to the waiting list.
7. Access to the display cases can be obtained at the SAU Information Desk by (1) presenting your reservation confirmation, or (2) by providing your name and organization and the date your display is scheduled to go up to the Information Desk Attendant. For security purposes, please ask the Information Desk Attendant to lock the case(s) if you must leave the building while hanging your exhibit. We will be happy to unlock the case upon your return.
8. The exhibitor must supply his/her own materials to hang the display. Thumb tacks, T-pins, or push pins are recommended, all of which are available for purchase at Campus Connections. Paper is also allowed for backgrounds in the cases, but it must be removed at the end of your display period. You may not use nails or any other material that can cause damage to the display cases. Do not place tape on the glass or any other wood surfaces of the display case. Any costs incurred because of damage will be the responsibility of the exhibitor.
9. The exhibitor is expected to adhere to the dates indicated on the agreement. Failure to remove the display by the designated time may result in denial of privileges for future use of display cases or service fees. If the Center for Campus Life is forced to remove materials from a display in order to make the case available for the next reservation, the Center for Campus Life is not responsible for any damages and/or losses that may occur to the materials and may charge for associated labor costs.

10. Neither the Information Desk nor the SAU Reservation Office is able to store display case items once a reservation has ended. Please remove the contents before the reservation has expired, or the items maybe lost or destroyed.
11. The visible interior dimensions of the primary (A side) cases are: 5 ft 9 in high x 2 feet 5.5 in wide x 9 in deep. The visible interior dimensions of the secondary (B side) cases are: 5 ft 9 in high x 11.5 in wide, 1 foot 3.5 in deep.

II. INSURANCE INFORMATION

1. RIT maintains a fine arts policy that provides coverage against risks of loss and damage from external causes. Certain exclusions apply, including but are not limited to normal wear and tear, latent defect, loss or damage caused by dampness or atmospheric condition, acts of war or insurrection, flood or earthquake. Losses due to these exclusions are the assumed risk of the exhibitor.
2. Exhibitors desiring the benefits of this coverage need to develop a complete inventory list of items utilized for the display. This list should include the appraised value of each item. Whenever possible, a certified appraisal of an item should be attached to the list. If an appraisal is unavailable, and a loss occurs, items will be valued as per the terms of the RIT insurance policy.
3. Upon acceptance of the items, the Center for Campus Life will reference the condition of each item on the inventory list. Both the Institute and the exhibitor will sign off on this list. In the event of a loss, the exhibitor needs to notify the Center for Campus Life immediately.

SAU Reservations
585-475-6992 V/TTY
Center for Campus Life
34 Lomb Memorial Drive
Rochester, NY 14623

