

# ADC GALLERY EXHIBITIONS

AN ENVIRONMENT DESIGNED FOR CREATIVE EXHIBITIONS



106 West 29th Street (at Sixth Ave)  
New York City Subways: 1 or N/R to 28th St  
**Contact Brooke for an appointment**  
212.643.1440 ext.15 or [brooke@adcglobal.org](mailto:brooke@adcglobal.org)

**ArtDirectorsClub**

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WEBSITE: [ADCGLOBAL.ORG](http://ADCGLOBAL.ORG)

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## Exhibition Guidelines

- Exhibitors must submit an exhibition plan for approval. The Club will provide floor plans. This should detail the placement of work on both the walls and floor. Size, weight, and the number of pieces should be included.
- Architectural changes to the gallery are not permitted. This includes the use of panels, drilling into the floor, and painting the gallery any color other than white.
- Work can only be hung on the display walls and not on the architectural walls of the gallery. The great wall is 70 x 20 feet and the floating wall measures 35 x 12 feet. The ceiling height is 16' 2". We also have two rolling walls available, which measure 11' 9" L x 8' H x 23" D. Floor plans are available on request.
- Floor pieces, such as computers, display panels, or video installations, must be moveable. The Club has various uses, including speaker events and panel discussions, for which we must set up theater-style seating.
- Methods of hanging must be approved. The use of double face tape on the walls or floor is not allowed.



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## Exhibition Guidelines continued...

- Displays using electricity or video equipment are subject to approval, as are all materials displayed in the windows.
  - Hanging of materials from track lighting or sprinkler pipes is not permitted.
  - Exhibitors are expected to bring their own tools and materials for installation. A deposit of \$250 is necessary if the Club tools are to be used. Tables will be provided to lie out materials. A fee schedule is available for anyone who wishes to have the Club install their show.
  - Storage space is not available. Boxes and crates must be stored off premises.
  - Any holes made by special hardware such as mollys, toggle bolts, or anchors must be spackled.
  - Exhibitors are responsible for removing all pressure-sensitive lettering.
- Any variation from the above guidelines will result in the forfeiture of the \$1000 damage deposit.
- Exhibitors will be asked to initial each guideline.



# Exhibition Rates

**Gallery Rental** **\$12,000/week**

**Damage Deposit** **\$ 1000**

This check will be returned after the exhibition closes if Gallery Exhibition Guidelines are adhered to and the gallery sustains no damage.



# SAMPLE CONTRACT

THE ART DIRECTORS CLUB, INC.  
106 WEST 29TH STREET NEW YORK, NY 10001  
TEL 212.643.1440 FAX 212.643.4266

AGREEMENT made this 27th day of March, 2009 by and between The Art Directors Club, Inc. (hereafter known as Club), 106 West 29th Street, New York, NY 10001 and Company J, (hereafter known as Lessee). Whereas the Club and the Lessee have agreed upon the following terms of the use of the Club's premises for the purpose of an exhibition and reception.

EXHIBITION DATES : April 23 through May 8

Opening Reception : Tuesday, April 23, 6:00 – 8:00 PM

## EXHIBITIONS

1. Lessee may install and remove exhibit any time between 10:00 AM and 6:00 PM, Monday to Friday. Lessee may install their exhibitions when the Club is closed, for a supplemental charge of \$50 an hour.

2. Exhibition shall remain in ADC'S possession for the time specified on the face of this agreement, but may be withheld or withdrawn from display by the Director or Board of Directors of ADC, during hours when the Club is not normally open to the public, with written notice to Lessee. If removed, ADC will replace any removed pieces as originally hung.

3. Lessee agrees to exhibit in the gallery "as is." Architectural changes to the gallery including, but not limited to, drilling into the floor, painting the walls or floors different colors, or hanging anything from the ceilings, are not permitted. Any of the above done without prior consent will result in additional charges.

4. Methods of hanging an exhibition must be cleared with the Club at least six weeks before the installation date. Any floor installations must be moveable, as the Club is used for other events during an exhibition. This is strictly adhered to.

5. Invitations, music, and audio-visual requirements and content, etc. must be approved by the Director of the Club before the installation date. Please note that the correct name is: The Art Directors Club, Inc. (No apostrophe).

6. Lessee shall prepare a statement of 50 to 100 words, indicating the sponsor and general purpose or nature of the exhibition, to be displayed on an easel or wall for public view. Lessee will be responsible for window signage.

7. Lessee must arrange to have exhibit delivered to, and removed from, ADC. Costs of transportation, packing, and customs formalities, will be borne by the Lessee. In the case of international shipments, U.S. government regulations will be adhered to.

8. As ADC does not have storage facilities, Lessee will promptly remove excess exhibition materials including, but not limited to, artworks, pedestals, plexiglass, signage, boxes, debris, etc., by 6:00 PM on the installation and removal dates.

9. Lessee is not entitled to use of the Club's telephone, fax, copier, or other equipment.

## RECEPTION

10. The Club reserves the right, at the sole discretion of the management, to refuse to serve alcoholic beverages to such persons as it may consider unqualified to imbibe such alcoholic beverages. The Lessee hereby agrees to cooperate with the decision of the management of the Club.

INSURANCE

11. Lessee shall, at their own expense, obtain comprehensive general liability insurance protection for the benefit of the Club against any risk or loss, or damage of any kind for property and for personal injuries, to the extent of \$1,000,000 single limit coverage and \$100,000 for loss or damage to property. Proof of such insurance coverage shall be given to the Club at least ten days before the date of the event. If the Lessee shall fail to obtain such insurance, the Club may, but shall not be obligated to, obtain the same, in which event the cost thereof shall be immediately paid by the Lessee. Such insurance coverage shall provide for a waiver of the insurer's right of subrogation against the Club.

12. Cancellation by Lessee: the Lessee must notify the Club in writing of any need to cancel a signed contract. The gallery rental fee for each reception represents all direct and indirect expenses of production and maintenance of the gallery. Therefore, the Lessee shall be required to pay the Club half of the rental fee, and any expenses arising out of and relating to a cancellation, unless the Club locates alternate Lessee.

13. Cancellation by the Club: the Club reserves the right to cancel a booking at any time if the Lessee fails to meet the terms of this contract. In the unlikely event that the Club must cancel the exhibition because of an act of God, or catastrophic occurrence, the Club will refund the full gallery rental fee to the Lessee, but will not be responsible for any damages or other costs arising from such a cancellation.

INDEMNITY

14. Lessee agrees to exhibit at their own risk and to hold the Club, its trustees, officers, agents, and employees, harmless against any claims whatsoever arising from any loss or damage to exhibition materials, or use of the Club's premises as described above. The Club is also not responsible for any works not removed on or after the exhibition departing date.

15. The aforesaid conditions shall apply to all objects sent to the Club for exhibition or reception, and cannot be altered, changed, waived, or otherwise affected except by the express written consent of the Club.

16. I have read these conditions and understand their contents. I affirm that I have full authority to sign on behalf of the Lessee.

FOR THE LESSEE

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

FOR THE ART DIRECTORS CLUB, INC.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date