APPLICATION FOR EXHIBITION RECEPTION

This form must be submitted **NO LATER THAN ONE WEEK BEFORE** the reception.

Name: ________________________________

Dates of exhibition: ________________________________

Due to staff schedules and advance publicity, we are generally unable to accommodate requests for alternative reception times. If the established reception time poses a considerable academic obstacle, such as conflicting with your class time, please talk to Susan Sobeloff, Coordinator of Undergraduate Exhibitions at (510) 658 - 1224, as soon as possible.

- IPW, North, South, Center Galleries (OAK)
  Wednesday, 5:30-7:30pm ONLY

- Bruce Galleries (SF)
  Tuesday, 5:30 - 7:30pm ONLY

• Alcohol is not permitted at any undergraduate receptions.

• Set-up is half an hour prior to receptions. Do not arrive earlier as you will not have access to the building or tables, etc.

• Exhibitors are responsible for providing their own refreshments, platters, serving utensils, coffeepots, cups, etc.

• Exhibitors are responsible for clean-up of the gallery and the surrounding areas immediately after the reception. Students will be charged a cleaning fee if the gallery is left a mess.

• No loud amplified noise is permitted at receptions. Classes are still going on and students are trying to work.

• Special note for Irwin Student Center exhibitors: Due to fire regulations, tables must be set up inside the gallery rather than in the hallway.

• Oakland receptions will be held on Wednesdays 5:30-7:30pm. San Francisco receptions will be held on Tuesdays 5:30-7:30pm. There are no alternate dates for the IPW gallery, and receptions there must be held only on Wednesdays 5:30-7:30pm. Receptions are not held on Friday, Saturday or Sunday.

• Receptions in the Café require additional paperwork and the permission of the Café Proprietor.

Signature: ________________________________ Date: ________________________________

Approved by:

Exhibition Assistant: ________________________________ Date: ________________________________

Coordinator of Exhibitions: ________________________________ Date: ________________________________

Updated 1/2/03