



EXHIBITION BOOKING FORM

EXHIBITION DATES _____

SPACE BOOKED _____

- Max 1 week for bookings that are not Department-wide Exhibitions Exhibitions should be Wednesday to Tuesday
 - This ensures that there is a technician on staff to support the install and take-down of the exhibition.
 - One day crit installations do not need to fill out the exhibition approval form
- Booking times must include install and take-down.
- Opening receptions are typically held on Thursday – which must also be booked through Office 365
- If you have any other questions, please see your area EAT. For areas without an area EAT (ACADSA, Administration, SCD) please see the Studio Manager – tara.niscak@acad.ca
- Please arrange for plinths, walls, lighting, communications and AV a min. 2 weeks before the exhibition

CONTACT NAME _____

EMAIL ADDRESS _____

DEPARTMENT EAT NAME _____

SIGNATURE _____ **DATE** _____

DESCRIPTION OF EXHIBITION: _____

ADDITIONAL NEEDS:

WALLS / PLINTHS / MANEQUINS

Contact your area technician for information about available plinths / stands

Contact the Fibre Technician for information about manequins – jolie.bird@acad.ca

Contact the IKG Technician for information about walls in the main mall – ann.thrale@acad.ca

Have arrangements been made for walls?

Yes N/A

IKG Technician Signature _____ Date _____

COMMUNICATIONS

Do you need to spread the word about your exhibition (email, abstract, social media)?

Contact the Communications Office at communications@acad.ca

AUDIO/VIDEO EQUIPMENT & SERVICES

If you are using any of ACAD's audio or video equipment for your exhibition

Contact ACAD AV Services at avservices@acad.ca

Have arrangements been made for AV Equipment and Set-up?

Yes N/A

AV Services Signature _____ Date _____