



INDIANA MEMORIAL UNION

INDIANA UNIVERSITY

Bloomington

Through decoration, exhibits, and display, the Indiana Memorial Union provides access of intellectual and cultural resources to the Indiana University Bloomington campus community. Display cases and, on occasion, other public areas may be used for artistic, cultural, and informational purposes in keeping with this philosophy.

Exhibits of the Indiana Memorial Union and the Indiana Memorial Union Board will be given first consideration. Recognized student, staff, and faculty organizations are encouraged to offer exhibits of artistic, cultural or informational merit.

The Indiana Memorial Union is not responsible and will not be held liable for any items owned by the exhibitor while they are being displayed at the Union. In addition to the Union's guidelines below, exhibitors must abide by all Indiana University policies.

APPROVAL

- ✓ The Indiana Memorial Union, from time to time, makes available to the public during regular facility hours areas for exhibits/displays/decorations. These areas include: the hotel lobby, the South, East, and Conference lounges, the Alumni Hall foyer, the Whittenberger entrance, the Market at the IMU, the Commons, and Display cases.
- ✓ All exhibitors must complete a display application and should check with the Indiana Memorial Union for available dates. Applications for displays are made through the Director's office and are on a first-come, first-served basis or as otherwise decided upon by the Union.
- ✓ Exhibits/displays must be approved at least seven (7) days in advance by the Associate Director and will be accepted or rejected in their sole discretion based on the exhibits'/displays'/decorations' artistic, cultural, and/or informational merit.
- ✓ After consultation with the Associate Director the exhibitors will draw up and present for approval a complete exhibit/display plan including materials to be used, layout, and requested duration of exhibit/display.
- ✓ The Indiana Memorial Union will not assume any responsibility for safety of exhibit against damage or loss by fire, theft, storm, or any other cause. All exhibitors must sign an "Exhibit Release Form" freeing the Indiana Memorial Union from any responsibility for loss, damage, or destruction of exhibited items while they are being displayed at the Union. Regular security will be given to the display; however the Union provides no insurance.

PREPARATION

- ✓ Exhibitors are responsible for the setting up and dismantling of their exhibits/displays. Existing fixtures and furnishings in the Union may not be moved to accommodate exhibits/displays. Items may be kept on display for one to two weeks. The Indiana Memorial Union shall have the right to discard or otherwise dispose of any exhibits/displays/decorations that are not
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- ✓ dismantled and removed from the Union in a timely fashion, and shall not, in such event, be responsible for the value of these discarded or disposed of items.
- ✓ Exhibitors are responsible for all publicity material relating to the exhibits/displays, which shall be submitted for approval by the Indiana Memorial Union. Publicity written by Indiana Memorial Union staff will be done in consultation with the exhibitor and based on the information provided.
- ✓ Exhibits/displays/decorations must be prepared and attached in such a way as not to damage the area being decorated. Scotch tape, masking tape, nails, tacks, etc. are **not** to be used.
- ✓ All large sets or decorations must be ready to be placed (building within the area will not be permitted).
- ✓ Any exhibit/display/decoration layout which will endanger the safety of those attending an event or which will impede traffic flow is prohibited.
- ✓ Exhibitors are responsible for repair/replacement of any IMU display cases, furnishings, or fixtures that are damaged during set-up or removal of display items.
- ✓ No provision will be made for the taking of orders or for joining the organization that provides the display.

MATERIALS

- ✓ Only fireproof materials may be used for decorative purposes in all public areas. Flammable materials shall not be used for exhibits/displays/decorations. Flammable oils, gases, or other explosives are not permitted. Prohibited materials include:
 - Kerosene lamps
 - Bamboo
 - Cedar Trees or Branches
 - Corn Stalks or Shucks
 - Cotton or Confetti (loose, in large quantities)
 - Dry Moss or Leaves
 - Flammable Powders or Liquids
 - Hay or Straw (loose or baled)
 - Paper Streamers (crepe paper)
 - Plastic Sheeting or Pellets
 - Sawdust
 - Tumbleweeds
 - Wood Bark or Shavings
- ✓ Use of glitter and confetti is prohibited. Bird seed may not be used inside the facility. Bubbles and smoke machines may not be used inside the facility.



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- ✓ Live trees should not be used in exhibits/displays unless they are burlap balled and under 6' (six feet) tall. Exhibitors bear responsibility for maintenance of live trees and should water the trees frequently. If live trees begin to brown or shed needles, exhibitors must properly dispose of immediately.
- ✓ Cut trees will not be allowed for any reason due to their combustibility.
- ✓ Artificial trees must be labeled as flame-resistant, flame-retardant, or noncombustible.

LIGHTS AND UTILITIES

- ✓ There shall be no interference with lights or other utilities of the Indiana Memorial Union by exhibitors.

ELECTRICAL EQUIPMENT APPROVAL

- ✓ Electrical equipment and wiring, including floodlights and spotlights, used by the exhibitor must be approved by the Union and carry the *Underwriter's Laboratory (UL)* or *Factory Mutual (FM)* label.
- ✓ No more than three (3) sets of lights shall be used per each extension cord.
- ✓ Do not overload electrical outlets.
- ✓ Running wires and cords under carpets, across doorways, or where they will be walked on is prohibited.
- ✓ Lights are to be turned off when the area is unattended.

EXHIBIT MAINTENANCE

- ✓ Exhibitors are responsible for the upkeep of their exhibit while it is on display. Displays may be dismantled if they are not properly maintained.

PROTECTION OF FLOOR SURFACES

- ✓ Exhibitors shall provide floor coverings to protect floor surfaces where potential floor damage might occur. The Associate Director will determine when floor coverings are needed.



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EXHIBIT, DISPLAY, AND DECORATION APPLICATION

Organization name: _____

Contact name: _____

Phone number: _____ A.M. _____ P.M.

E-mail address: _____

General idea for display:

Are you interested in a particular month? _____

If yes, when? _____

Submit completed application form to:

Indiana Memorial Union Director's Office
ATTN: Associate Director
Indiana Memorial Union
900 East Seventh Street
Bloomington IN 47405



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**INDIANA MEMORIAL UNION EXHIBIT, DISPLAY, AND DECORATION
RELEASE FORM**

I, the undersigned, hereby lend the following works of art or other material to the Indiana Memorial Union for exhibit purposes only. In consideration of the privilege of exhibiting them in the Union, I hereby release said library from responsibility for loss, damage, or destruction while they are being displayed at the Union.

Further, I hereby agree to indemnify and save harmless Indiana University, its agents and employees from all loss and/or expense (including all costs and attorney's fees) arising out of or resulting from the exhibit by reason of liability imposed by law upon Indiana University, its agents and employees from damages because of bodily injury, including death, at any time resulting there from, sustained by any person or persons or on account of damage to the property, including the loss of use thereof, whether such injuries or damages are caused in whole or in part by the negligence of the exhibitor, its agents, servants, patrons, and/or employees.

Exhibit/display to be held in the _____

Date(s)/Month of exhibit/display _____

Description of materials loaned _____

Exhibitor/Contact name _____

Phone A.M. _____ P.M. _____ E-mail _____

Permanent address _____

Signature _____ Date _____

Approved by the Associate Director _____