



ART EXHIBIT RECORD For UA Students, Faculty and Staff

The intent of this record is to set forth the responsibilities of the artist and the insurance coverage provided by the University of Alaska regarding art exhibits and to serve as a record of each piece displayed. All personally owned art work to be placed in an approved art exhibit must be reported to the Statewide Office of Risk Management prior to being displayed on University property.

An approved art exhibit is an exhibit that has been organized, managed and supervised by a UA Faculty or staff member with department head approval.

It is the responsibility of the artist to prepare this form, to include each piece displayed, at least one week in advance of the show date. The university's property insurance coverage will be in effect only upon receipt of this form. The insurance coverage will be in effect for the authorized set up date, show dates, and take down date of the exhibit.

	Title of Work	Artist's Name	Phone #	Value of Work	Location of Display	Dates of Display
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Artist Signature

Date