



## ART EXHIBIT RECORD

### For University of Alaska Students, Faculty and Staff

This document is to serve as a record for each piece of art displayed in art exhibits sponsored, scheduled, and supervised by the University of Alaska (UA) on UA premises. For UA insurance to be in effect, all personally owned art work to be placed in an approved art exhibit must be reported to the System Office of Risk Services prior to being displayed. An approved art exhibit is an exhibit that is sponsored, scheduled, 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, and submit it to the System Office of Risk Services 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 and through the authorized set up date, show dates, and take down date of the exhibit.

Artist's Name	Phone #	Dates of Display From: To:
Location of Display		
Set Up Date of Exhibit:		
Take Down Date of Exhibit:		

Title of Work	Medium	Value of Work

Artist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By my signature, I certify that I have estimated the value of my art to the best of my ability.

Department head approval signature: \_\_\_\_\_ By my signature, I certify that this art exhibit is sponsored, scheduled, and supervised by the University of Alaska.

Department Head Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_