Pedestal Request Forms must be submitted at least two weeks prior to installation date. All spaces must be filled for our consideration.

You are responsible for turning your work on/off during the course of the exhibition. If you are not able to do this, you must give the Exhibitions Department detailed instructions on how to operate, turn on/off your specific work(s) or it will not be operational during the exhibition. LCD projectors cannot be left on overnight.

You are fully responsible monetarily for any damage or loss to the Exhibitions Department’s equipment. You will be required to sign a waiver, exempting the Exhibitions Department from loss or damage while the equipment is in your possession.

The student will be charged late fees if equipment is not returned to the Exhibitions Office by 4pm on de-install day.