

Schedule of Deadlines for Exhibitors

Prior to Exhibit

May 1	Submission of exhibition proposals for the following academic year
Four Weeks	Order mailing list labels
Three Weeks	Mail invitations or announcements Media release information and photographs due Give one copy of announcement and three copies of posters to Director
Two Weeks	Artist Information Form Due Exhibitors Agreement Form Due
One Week	Notify Director of catering arrangements
One Week	Provide list of display pedestals needed
One Day	5:00 p.m. - completion of installation

Following Exhibit

Two Days After Closing Date	12:00 p.m. - deadline for removing work and repair
60 Days After Close	Work becomes property of SEC
180 Days	Sales until this date require commission fee