

DesCours 2011

Architect/Artist-AIA New Orleans/DesCours Agreement

Exhibition Title: *DesCours*

(DesCours, pronounced "DAY-CORE," is a play on the French word for courtyard.)

Please read the following information carefully and sign page 5 if you accept the terms of this agreement. A signed copy of the fully executed Agreement will be returned to you.

ARCHITECT/ARTISTS NAMES (fill out for each name to be publicized in team – please add a page if more than three names are to be listed and recognized)

First Participants Name (as you would like it to appear in print)

Street address

City/state/zip

Telephone home

mobile phone

e-mail address

Second Participants Name (as you would like it to appear in print)

Street address(es)

City/state/zip

Telephone home

mobile phone

e-mail address

Third Participants Name (as you would like it to appear in print)

Street address

City/state/zip

Telephone home

mobile phone

e-mail address

Company/Firm Name: _____

(If you have a company or firm name that you would also like included in print, please list above).

All participants named above and DesCours/AIA New Orleans: OF 1000 Saint Charles Avenue, New Orleans, LA 70130, 504-525-8320, hereby enter into the following Agreement:

1. **LOCATIONS, DATES AND EVENTS**

The Architects/Artists agree to install and show, and DesCours/AIA New Orleans agrees to accept the installation

(insert current installation name above as it is to appear in print)

for the purpose of exhibition in **DesCours 2011** to be held in New Orleans on the following dates:

Installation Dates: Saturday, November 26 to Thursday, December 1, 2011 (This is a guideline – Individual Installation dates/times to be arranged on a site by site basis).

Exhibition Dates: Friday, December 2 to Sunday, December 11, 2011, 6pm – 10pm nightly.

VIP/Preview Opening: Thursday, December 1, 6-9 pm. Location to be announced. Note – on this evening, a select number of installation sites are open, depending on level of completion, and participation of visiting architects. One installation site will be chosen as the main event site, largely dependent on location capacity.

Deinstallation Dates: Sunday, December 11, after 10pm exhibition closing to Tuesday, December 13th, 2010. No works are to be removed prior to the ending date/time of the full DesCours exhibition. There are no exceptions.

Installation locations for participants will be forwarded directly to participants with images and measurements once final budgets have been approved and this agreement form has been completed. The location information will be included below:

2. **DURATION/REQUIREMENTS FOR INSTALLATION AND DEINSTALLATION**

The Architects/Artists and DesCours agree that the initial term of the exhibit of the Artworks is to be from installation dates through deinstallation dates listed above. The Architect/Artists agree that no work will be returned or removed from the installation site before the end of exhibition dates term – specifically, no installation should be removed before December 11, at 10pm – the closing date and time of the 2011 DesCours exhibition. If any part of the work is removed before the completion of the exhibition, this agreement will be considered null and void. The participants are solely responsible for installing and deinstalling the exhibit. Volunteers may be sought to assist with the help of AIA New Orleans if the need is identified far in advance of either the installation or deinstallation. Participants may also seek their own local volunteer help. However, even if assistance is identified, the full installation and deinstallation remains the responsibility of the participants. Furthermore, if any part of the installation is left behind requiring clean up on behalf of the AIA New Orleans staff and hired DesCours team, the participants will be charged on an hourly basis for the clean-up at a rate of \$100 per hour.

3. **INSTALLATION MAINTENANCE**

We do ask and expect that the participants will monitor and maintain their work throughout the DesCours installation. While we do not ask that participants remain on site for all hours, every day, of the exhibit, we do expect that the primary participant, or a specifically identified contact, will serve as the person responsible for ensuring the piece set up, 'turned on,' and working every night of the event. We would also expect very clear instructions for 'turning the piece on or off' nightly in the case of an emergency and/or the participant is not available for one or more evenings. These instructions should be reviewed and approved with AIA New Orleans in advance. We have docents that monitor the sites nightly, but these are volunteer docents that provide overall event information, and are not necessarily trained or prepared to set up installations. The docents also change nightly, thus it is very difficult to

ensure every docent is trained on each DesCours site. Again, we ask and expect this monitoring and maintenance to be the responsibility of the participant.

4. ON-SITE TIME COMMITMENT REQUIREMENTS

There will be at least two times during the DesCours event that we will ask the participants to be on site. These are for the purpose of PR and promotion, and that of our 'behind the scenes' tours. We will be conducting tours prior to the opening, during the VIP night, and on the opening and closing weekends. Specific schedules will be provided to our participants in advance, but these in person meet and greet opportunities are important – both to your own PR and marketing of your work, and to the PR and marketing of the overall DesCours event.

5. SECURITY

- While AIA New Orleans does provide docents and monitoring for all DesCours installations, all items must be prepared and installed in such a manner as to prevent theft and damage. The participants will ultimately be responsible for properly securing and preparing their installations. Furthermore, all outside installations should be weather proof, and AIA New Orleans will take no responsibility for weather damage. If there is concern about personal property contained as part of the installation, a security guard to safeguard your installation might be considered as part of your overall project budget.

6. INSURANCE

- AIA New Orleans does carry event insurance for the duration of DesCours. However, this insurance is intended to cover property damage, and that of bodily injury should it occur on the property during DesCours. This insurance is not intended to cover theft or damage to installations, or that of injury caused by an installation that has broken or become a hazard for the public in some manner.

7. PUBLICITY/PROMOTION

The Architects/Artists grant permission for DesCours/AIA New Orleans to photograph the installations for promotional and exhibition purposes.

The Architect/Artists are required to send one image (300 dpi), installation description (300 words) and short bio for each participant and/or company/firm (300 words) directly upon receipt of this contract for the purposes of PR and communications. This image and material will be used for the website, map/guide and Press Kits.

8. ARCHITECT/ARTIST REIMBURSEMENT

- Based on the budget submitted for approval, and subsequent discussion with AIA New Orleans Executive Director as appropriate, the following expense items are reimbursable to the Architects/Artists upon delivery to AIA New Orleans of all paid in full invoices, purchase orders, receipts, and travel expenses as listed below. Receipts need to be turned in to AIA New Orleans by January 31, 2012. (**NOTE – participants are expected to cover their own installation costs for reimbursement after they have been successfully exhibited and deinstalled.** Most payments will be paid out by February 28, 2012 once all reimbursements receipts have been verified and the DesCours accounts have been closed out. If receipts are not received within the four week time period, payments may be severely delayed.):

(Please list your current budget costs in the line items listed below being as specific as possible—you may attach current budget worksheet if preferred, however ensure it specifies items below and that all notes below are read).

Travel: _____

(Please specify who is traveling and to and from what city).

Lodging:

Note: AIA New Orleans has an agreement with the Astor Crowne Plaza Hotel, centrally located on Canal Street, to provide guest rooms for our participants at the low cost of \$40 a night including taxes. Please use this nightly amount for your budget. Rooms reserved outside of the Astor Crowne Plaza will not be covered by this agreement. If you do not include a budget line item for lodging, it will be assumed that you are taking care of this need at your own expense. List number of rooms needed here, dates of stay from installation through deinstallation, and names for guests. We do not cover any per diems for participants.

Installation Materials: _____

You are welcome to attach your materials list budget if more room is required. Note – for purchase of reusable items, including that of projectors, lighting, solar collectors, tools or equipment, (items that are consistently needed for DesCours installations) AIA New Orleans retains the right to keep these items after deinstallation. If there are items that can be reused and that are not returned to AIA New Orleans, these items will not be included in payment reimbursements by AIA New Orleans. If there are any questions about which items should be returned, please ensure you inquire in writing prior to removal of items and request for reimbursement.

Rental Equipment:

(Please describe what equipment items you will need to rent – often items can be procured in-kind for these purposes.)

9. DESCOURS/AIA New Orleans PROVIDED ITEMS FOR INSTALLATION

Based on the needs above, AIA New Orleans may directly provide items for use as appropriate. Once the above has been approved, the space below will be utilized for this purpose:

10. MISCELLANY

This agreement represents the entire agreement between the parties. If any part of this agreement is held to be illegal, void or unenforceable for any reason, such holding shall not affect the validity and enforceability of any other part. A waiver of any breach of the provisions of this agreement shall not be construed as a continuing waiver of other breaches of the same or other provisions.

11. IN CASE OF EMERGENCY – Please Provide Contact Name and Phone Number:

12. SIGNATURES

By signing below you acknowledge that you have read and understand the agreement above, and that all information provided herein is factual to the best of your knowledge.

Artist signature & date

please print your name

Artist signature & date

please print your name

Artist signature & date

please print your name

DesCours Exhibition Director signature & date

*Melissa Urcan
Executive Director, AIA New Orleans*