

I.

A. Holes patched properly (Cannot tell they were there)

1.



### III. Lights and Technology

#### A. Lights that are dead or not functioning mark with tape and tell Preparator

1. You may leave lights in the tracks for the next exhibitor to use.
2. Lights that are not used can be placed on the light cart that is in the tool closet.

#### B. Return any borrowed tools (laser level, etc.) or electronics

1. If laser level, palm sander, or any other power tools were used during installation, return them directly to Preparator. Any damaged tools are the responsibility of the borrower to replace or fix.
2. If any electronics (televisions, projectors, dvd players, etc.) were borrowed for installation, return in good working order with appropriate cords. Any damaged electronics are the responsibility of the borrower to replace or fix.

### IV. Final Cleaning

#### A. Take garbage to dumpster

#### B. Leave no food or drinks

#### C. Artwork is not to be stored in hallway, closets, or gallery areas at any time for any reason after deinstallation

1. Any artwork or installation material that is left in the gallery or in the back hallway will be thrown in the dumpster.

#### D. Counters cleaned and organized

#### E. Any tables or chairs returned to their original location

1. There is one table in the back hallway. If more tables are needed notify the Preparator.