To:

Artmobile will visit your site from ______________ through ______________. The following information will help organize our visit.

PARKING MAP
To assure that our driver situates the vehicle correctly, we ask that you complete a parking map. Re-positioning the trailer will result in an additional charge and the loss of one day in the schedule. Therefore it is critical that parking details be clear and arranged in advance. When determining where Artmobile should be placed on your site, please keep in mind the following guidelines:

- an area of at least 60’ x 20’ and within 100 feet of a suitable electric line is required for Artmobile (the trailer is 48’ long, plus the 10’ required at the rear to operate the lift),
- our driver must have ample space in which to maneuver his vehicle,
- a minimum of 4 feet is needed along the right side of the trailer for the steps, and
- the steps must be installed on level ground. It is not possible to park the trailer along a curb and to install the steps on the sidewalk.

Please plan for the safety of visitors when determining the position in which Artmobile should be placed.

ARRIVAL
The Artmobile will be delivered to your site between ______________ and ______________. Please block off the parking area in advance.

SET-UP
An Artmobile staff person will arrive at _________ a.m. on ______________ to set up. Brief assistance from two of your staff is required at this time to assemble the stairways.

ELECTRICITY
The Artmobile requires: 120/208 voltage, single phase, 100 amp service. The cable is 100 feet long and not equipped with a plug. Your electrician is required by _______ a.m. on _______ to connect the Artmobile to your power supply. All electrical connections are on the exterior of the trailer. Any delay in the electrician’s arrival to connect the Artmobile will adversely effect the start of the day. For the safety and security of the art exhibited, Artmobile must have electrical power at all times, including overnight and weekends. The cable may be fastened along the top of the trailer for safety. If the cable is placed on the ground across a driveway, it must be positioned between two 2” x 4” boards (supplied by Artmobile) in order to protect the cable from passing vehicles.

Your electrician is also required to disconnect the Artmobile at _______ p.m. on ______________. The cable must be rewound and securely tied on the reel. Failure to disconnect Artmobile properly and at the specified time results in additional transportation cost which will be passed on to your organization.
GROUP /CLASS SCHEDULING
If your site has arranged groups or classes to visit Artmobile, please fill out the class schedule with times and number of adults and children. No more than 25 visitors can be accommodated at one time. Groups may be scheduled for 45 - 60 minutes sessions. Allow for at least a 30 minute lunch break. Make sure to include starting and ending times of the classes, as well as age groups. On the day of arrival, the first class or group may begin **30 minutes after opening**. On the closing day, classes or groups must end **one hour before closing** to allow time for other visitors and packing the trailer before the electricity is disconnected. Mail a copy to Artmobile at least three weeks prior to our visit and retain a copy for us upon arrival.

**PAYMENT**
The fee for your Artmobile visit is _______________. Please forward the check made payable to: BCCC/Artmobile at least three weeks prior to our visit. Be sure that the name of your site appears on the check.

**EDUCATIONAL MATERIALS**
Visit [www.bucks.edu/treetoform](http://www.bucks.edu/treetoform) for background information about the exhibition, curricular activities in all subject areas K-12, videos and other educational resources. This comprehensive site is intended to serve as a resource both in conjunction with and apart from the exhibition.

**PREPARATION FOR THE VISIT**
A Coordinator’s Timeline is available at [www.bucks.edu/treetoform](http://www.bucks.edu/treetoform) to help you make the most of your Artmobile visit.

We look forward to bringing Artmobile to your site. Artmobile will be open:

Sincerely yours,

__________________________
Fran Orlando
Director of Exhibitions and Artmobile

I have read the above contract and agree to its terms. I understand that my organization will be assessed a cancellation fee of 50% for canceling after July 1, 2012.

Signature: ________________________________

Name (please print): _____________________ Phone: _____________________

Name of local Police Dept ______________________ __________ Phone (not 911): __________

Local Emergency Contact person (after office hours): ____________________________

Telephone number: ____________________________

Please retain a copy of this contract for your records. Mail one signed, complete copy of this contract to:

**Artmobile**
Bucks County Community College
275 Swamp Road
Newtown, PA 18940