To:  
Location:  
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 meet the following requirements:

- An area of at least 60’ x 20’ and within 100 feet of a suitable electric line is required. The trailer is 48’ long and 10’ is needed 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.
- 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.
- Keep in mind the safety of your students as they enter and exit the trailer.

ARRIVAL
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 8:30 a.m. on ______________________ to set up. **Brief assistance from two of your staff is required at this time to assemble the stairways.**

ELECTRICITY
Artmobile requires: 120/208 voltage, single phase, 100 amp service. The cable is 100’ long and not equipped with a plug. Your electrician is required by 8:30 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 classes. **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 the safety of students. If the cable is placed on the ground across a driveway, it must be positioned between two 2” x 4” boards in order to protect the cable from passing vehicles.

Your electrician is also required to disconnect the Artmobile at 3:00 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 school.
CLASS SCHEDULE
Schedule classes every 45 - 60 minutes, allowing for at least a 30 minute lunch break. Kindergarten classes may only need 30 minutes. All classes must be accompanied by a teacher. Please arrange any unused time slots to fall either at the beginning or the end of the day. Make sure to include starting and ending times of the classes, as well as grade levels. On the day of arrival, the first class can begin no earlier than 10:00 a.m. On the closing day, classes must end by 2:30 p.m. to allow time for packing the trailer before the electricity is disconnected. A class schedule form will be sent to you at a later date.

PAYMENT
The fee for your Artmobile visit is _____________. A check made payable to BCCC/Artmobile is due three weeks prior to our visit. Be sure that the name of your school appears on the check.

EDUCATIONAL MATERIALS
Visit www.bucks.edu/structures&stories for background information about the exhibition, K-12 curricular activities aligned to the Common Core in both Art and Language Arts, videos and other educational resources designed to help teachers incorporate the Artmobile experience into their curricula. Inform your faculty of these materials and encourage their use both before and after our visit.

We look forward to bringing this exciting exhibition to your school.

Sincerely yours,

Fran Orlando
Director, Exhibitions and Artmobile
215-968-8432 (direct line)
215-968-8425 (BCCC Arts Office)

Artmobile 24-hour Emergency Contact: BCCC Security Office 215-968-8395

I have read the above contract and agree to its terms. I understand that my school will be assessed a cancellation fee of 50% for canceling after July 1, 2016.

Signature: ____________________________ Phone: ______________________

Name (please print): __________________________________________________

Name of local Police Dept: ____________________________ Phone (not 911): ____________________________

Local Emergency Contact Person (after office hours): ____________________________

Telephone number: ____________________________

Cell phone for evening custodian: ____________________________

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