



September 2019 – June 2020

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 visitors as they enter and exit the trailer.

ARRIVAL

Artmobile will be delivered to your site between _____, **5 p.m.** and _____, **11:30 p.m.** . 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 **one** of your staff is required at this time to assemble the stairways. Your staff's assistance is also required at closing to disassemble 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 safety. 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.

PRE-VISIT ORIENTATION

The Artmobile Coordinator will contact you to schedule a brief meeting with the entire faculty to preview the exhibit, provide teacher manuals and answer questions.

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.

EDUCATIONAL MATERIALS

Visit www.bucks.edu/artmobile for background information about the exhibition, curricular activities in K-12 subject areas, videos and other educational resources. This comprehensive site is intended to serve as a resource both in conjunction with and apart from the exhibition.

OPTION: COMMUNITY OPEN HOUSE

Artmobile staff is available one evening or afternoon to provide access for families and others in your school community. After setting a date with your principal, Artmobile will provide a flyer which can be distributed to your school community. **Would you like an Open House? Yes _____ No _____**

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 and mail it to:
ARTMOBILE, Bucks County Community College, 275 Swamp Road, Newtown, PA 18940.

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

Sincerely yours,

Fran Orlando
Director, Exhibitions and Artmobile
215-968-8432 (Director) 215-968-8435 (Artmobile Coordinator) 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, 2019.

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.**