

# School of Art, Art History, and Design Gallery Contract

Currently registered students in the School of Art, Art History, and Design (SAAHD) are eligible to use the exhibition spaces. No gallery space may be used unless booked through the SAAHD Exhibition Coordinator, Holly Johnson. SAAHD Administration reserves the right to remove unauthorized exhibitions at the exhibitor's expense.

1. To use a gallery space, first find a faculty member to be your faculty sponsor. Complete this agreement, have your faculty sponsor sign, and return the completed form to **Holly Johnson** as soon as possible (no later than three weeks prior to your installation date). **Your show description should focus on installation details - such as "paintings hung on wall with approved fasteners" "objects on pedestals", etc. Conceptual details do not need to be included.**
2. Contact the E&E Techs (Faye Hadfield and Delaney Hoffman) at least a week before your exhibition. The E&E Techs supply paint, pedestals, and light hardware, but they are not responsible for helping you hang, construct, or otherwise install your show. If you need to use a ladder for your installation, you must take the ladder safety test. You must provide verification you have passed the quiz to get a ladder from the E&E techs. Please have everything installed by 8:00 a.m. Monday morning. Failure to install a scheduled show may result in the forfeiture of eligibility to exhibit in SAAHD galleries in the future.
3. Plan your exhibit to run **Monday-Saturday 8:00 a.m. to 8:00 p.m.** There will be no staff available to open or close the gallery on Saturday, and the custodial staff will lock gallery spaces at approximately 8:00 p.m. in the evenings. Your gallery space will not be available to you (unless organized in advance) until the Sunday the week of your opening at 3:00pm. The Exhibition and Event Technicians (E&E Techs) are not available after hours for assistance. Their hours are 3:00 p.m. - 5:00 p.m. on Sundays unless otherwise scheduled. You are responsible for providing all labor and additional supplies required to install your exhibit. Any special needs must be approved in advance by the Faculty Gallery Coordinator Suzanne Wright.
4. Please pick up a key directly from Betsey Kosier in 150 ABW **the Friday before** your exhibit. Keys must be returned **no later than the Monday after your exhibition**; you may not transfer your key to anyone else. If the key is not returned, you may be charged up to \$400.00 for re-keying costs. Due to lack of security monitors, the School of Art, Art History, and Design will not be responsible for theft or vandalism.
5. Shows need to be removed the Sunday following your exhibition by 8:00 a.m. unless other arrangements are made with the E&E Techs. Please leave the space in the same condition in which you found it (or better). Spackle and sand the walls, clean, and sweep the floor, remove trash, and repaint the walls if necessary. You will be given a patch kit. You are responsible for all primer or other tools used to sand down any wall alterations you have made. You will be held responsible for any additional cleaning, damaged or unclean supplies such as paint trays and brushes, hauling or repair that the School of Art, Art History, and Design incurs. If the space is not restored to its original condition by 8:00 on Sunday, you may be charged up to \$250.00.

**Promotional materials are OPTIONAL and MUST BE reviewed and approved by your supporting faculty member.** If used, materials must include the following: "Sponsored by the School of Art, Art History, and Design College of Liberal Arts and Sciences;" and "Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the School of Art, Art History, and Design in advance at 319-335-1376." University and School of Art, Art History, and Design logos are emailed to you when your approved contract is sent back to you and also must be included. You are responsible for printing and circulation of any promotional materials. Email exhibition details to [betsey-kosier@uiowa.edu](mailto:betsey-kosier@uiowa.edu) at least two weeks before your exhibition and after approval by your sponsoring faculty member if you would like information to be posted on the SAAHD website. The name(s) of exhibitors must be clearly displayed with the exhibition.

**Receptions** may be held during building hours as posted (7:00am-10:00pm daily) and all reservations and publications must be approved by the SAAHD office. **ALCOHOL IS NOT PERMITTED IN ANY AREA IN ANY OF THE ART BUILDINGS.** One table per gallery is available for checkout from 150 ABW.

**Cancelations:** please give at least a two-week notice. Often there is a waiting list. The open spot will be filled according to the waiting list and is not transferable to another artist. Keep a copy of this agreement for your reference. You are responsible for following these guidelines. By signing this agreement, you understand the space is NOT secure and there will NOT be a gallery monitor during the exhibit.

**We encourage all students to consider the ramifications of their work and to be particularly aware of its impact upon the audience. In light of this, we remind students to be cognizant of the University's policy not to discriminate against any individual or group based upon their race, religion, gender, national origin, disabilities, or sexual orientation. The School of Art, Art History, and Design reserves the right to post signs and/ or close the gallery doors for any show that contains content that may be considered explicit or offensive.**

- **No illegal acts are permitted.**
- **No physical changes to the structure (walls, lighting track, flooring, etc.) of the gallery without special permission of the Gallery Coordinator.**
- **Students using the ABW 3rd Floor Atrium & Art Library must use the hanging system; no physical changes to the walls are allowed. Overhead grids are only available in E148.**
- **Students are only allowed to hang artwork using the approved and provided 1.25" screws.**
- **Use of live nudity must be confined to the exhibition space and requires a signed agreement and permission of the Director before the exhibition/ performance.**
- **Use of equipment with sound should be kept at low and reasonable levels due to the proximity of offices, classrooms, and studios.**
- **Artwork, as well as props, wires, and cords, should not interfere with the normal flow of traffic.**
- **Awkward/heavy objects requiring more than two persons to lift must have prior approval.**
- **Blood, body fluids, or any other types of pathogens are prohibited.**
- **State Fire Safety laws prohibit the use of open flames, or smoke-like effects of any kind (this includes fog machines).**
- **Firearms (i.e.: any usable weapon or usable weapon parts) and explosives are prohibited.**
- **Live animals or live insects are not permitted as part(s) of exhibitions.**

All University of Iowa policies apply and will be enforced. If you have questions about any portion of your installation, please discuss it with your Faculty Advisor. Significant deviation from the original approved proposal may result in loss of exhibition space. If the exhibition is not in compliance with the description provided below or does not meet the standards of the show requirements, the faculty sponsor and Faculty Gallery Coordinator have the discretion to cancel the exhibition.

**The policies, procedures and requirements provided in this document are subject to change without notice. If you have any questions or concerns, contact Holly Johnson [holly-j-johnson@uiowa.edu](mailto:holly-j-johnson@uiowa.edu) or 319-467-4418.** The administrative office is open Monday-Friday, 8:00am-12:00pm and 12:30pm-4:30pm.

If you have additional questions, please consult the online gallery/exhibition FAQ, which has more detailed information about gallery dimensions, group shows, and the gallery lottery process: <https://art.uiowa.edu/resources/gallery-exhibition-information>

Please fill out the following required information and sign below to indicate your acceptance of the above conditions:

Name (Print): \_\_\_\_\_ ID number/HawkID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Check one: \_\_\_ BFA Student \_\_\_ MA Student \_\_\_ MFA Student \_\_\_ Faculty Member

Area: \_\_\_ Ceramics \_\_\_ Graphic Design \_\_\_ Jewelry & Metals \_\_\_ Painting & Drawing \_\_\_ Photography  
\_\_\_ Printmaking \_\_\_ Sculpture & Intermedia \_\_\_ 3D Design

Gallery: \_\_\_\_\_ E148 VAB \_\_\_\_\_ E450 VAB \_\_\_\_\_ W540 VAB \_\_\_\_\_ 3<sup>rd</sup> Floor Atrium ABW \_\_\_\_\_ Art Library ABW  
\_\_\_\_\_ E100 Drewelowe Gallery VAB \_\_\_\_\_ E260 Ana Mendieta Gallery VAB \_\_\_\_\_ 140 Levitt Gallery ABW

Installation date: \_\_\_\_\_

\_\_\_\_\_(initial) I will be registered for classes at the time of the show. (FOR STUDENTS ONLY)

\_\_\_\_\_(initial) I have read and understood the key rules and installation policies. (REQUIRED FOR ALL)

Please check all that apply:

- My show contains pedestals.
- My show contains items hung on walls.
- My show contains hanging items over 15 lbs. in weight.
- My show requires fasteners other than the standard approved fasteners approved by the SAAHD

Please include a detailed technical description of proposed exhibition. (This description should cover *how* you intend to do things, not simply *what* you intend to do. Include additional pages as needed.)

Signature \_\_\_\_\_

Date \_\_\_\_\_

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This section is to be completed by the Faculty Sponsor for all student exhibitions:

\_\_\_\_\_(initial by faculty) The student has met with me to review the details/content of their show, and I approve of all details and content discussed and described above, including logistical/technical aspects of installation/de-installation of their exhibition.

\_\_\_\_\_(initial by faculty) The student has passed BFA clearance. (FOR UNDERGRADUATES ONLY)

Faculty Sponsor Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Gallery Coordinator (Professor Suzanne Wright) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*This form must be returned to [holly-j-johnson@uiowa.edu](mailto:holly-j-johnson@uiowa.edu) with faculty sponsor signature; you will be sent a completed form as confirmation once the Faculty Gallery Coordinator has signed and approved of your exhibition\*\*\* 10/24