

Procedures & Agreement for SAAH Galleries

Currently registered students in the School of Art and Art History (SAAH) are eligible to use the exhibition spaces. No gallery space may be used unless booked through the SAAH Exhibition Coordinator, Betsey. SAAH Administration reserves the right to remove unauthorized exhibitions at the exhibitor's expense. To arrange an exhibit, discuss content, materials and logistics with your faculty sponsor. Each student may only have one, week-long exhibition per year (solo, two-person, or group). Exceptions must be approved via proposal to Faculty Gallery Coordinator and DEO.

Review the following guidelines: find a faculty member who agrees to work with you on your show (faculty sponsor), complete this agreement, have your faculty sponsor sign and have the Faculty Gallery Coordinator sign where indicated. (this agreement must be signed and returned no later than 3 weeks prior to your exhibition date) Return the completed form to Betsey Kosier as soon as possible. If you must cancel, 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.**

Plan your exhibit to run Monday-Saturday 8:00 a.m. – 8:00 p.m. (Please note there will be no staff available to open or close the gallery on Saturday) The custodial staff will lock gallery spaces at approximately 8:00 p.m. Any deviations to the schedule must be made in advance. Space will not be available to you (unless organized in advance) until Sunday beginning at 3:00 p.m. the week of your opening. 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 Exhibition Coordinator. If approved, the maximum time that Studio Specialists will be available is two hours. Pedestals are available upon request from the E & E Techs. You should let the E & E Techs know the quantity and sizes of pedestals, plan to transport them to your galleries on your Sunday install. 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 SAAH galleries in the future.**

The E & E Techs have a standing meeting every Friday at 2:00 p.m. in the VAB main atrium (outside E 105). - You must attend any Friday meeting with the techs prior to your exhibition. The E & E Techs may help supply paint and pedestals and light hardware. Do not expect them to help you hang, construct, or make alterations to your show that deviate from your original proposal.

If you need to use a ladder for your installation, you must take the ladder safety test. When you meet with the E & E Techs to receive your ladder, you must provide verification you have passed the quiz.

Promotional materials must include the following: "Sponsored by the School of Art and Art History, College of Liberal Arts and Sciences", "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 and Art History at 335-1376." University and School of Art and Art History logos (will be emailed to you when you submit your signed contract.) You are responsible for printing and circulation of any promotional materials. **Email exhibition details to betsey-kosier@uiowa.edu at least two weeks before your exhibition if you would like information to be posted on the SAAH website. The name of the exhibitor or group show must be displayed at the exhibit.**

Receptions may be held during building hours as posted (7:00am-10:00pm daily) and all reservations and publications must be approved by the SAAH office. **ALCOHOL IS NOT PERMITTED IN ANY AREA IN ANY OF THE ART BUILDINGS.**

NOTE: BFA students are required to post informational postcards of their show. Postcards should also be given to students' BFA and/or Honors Faculty Advisor. The name(s) of exhibitors must be clearly displayed with the exhibition.

Remove your show by the following Sunday by 12:00 p.m. unless other arrangements are made with the E & E Techs. Please leave the space in the same good 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 ½ gallon of paint. 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 and Art History incurs. If the space is not restored to its original condition by noon on Sunday, you may be charged up to \$250.00.**

_____(initial)

I will be registered for classes at the time of the show. (initial)

You must pick up a key directly from Betsey Kosier, the Friday before your exhibit. Keys must be returned no later than the Monday after your exhibition. **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 and Art History will not be responsible for theft or vandalism.**

_____(initial)

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.

- *No illegal acts are permitted.*
- *No physical changes to the structure (walls, lighting track, flooring, etc.) of the gallery without special permission of the Faculty Exhibition Coordinator.*
- *Note: Students using the ABW 3rd Floor Atrium & Art Library must use the hanging system; no physical changes to the walls are allowed, and keep in mind overhead hanging grids are only available in E148 and the sculpture install space.*
- *Students are only allowed to hang artwork using the approved 1.25" screws. Students will be provided with the screws and other standard approved hardware.*
- *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.*
- *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.

The School of Art and Art History 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.

The policies, procedures and requirements provided in this document are subject to change without notice. If you have any questions or concerns contact Betsy Kosier (betsy-kosier@uiowa.edu or 319-335-1376).

Please sign below to indicate your acceptance of the above conditions.

Student Name (Print) _____ ID Number _____

Email _____ Phone _____

Circle one: BFA student MA student MFA student

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

Circle one: VAB 1st floor (E148) VAB 4th floor (E450) VAB 5th floor (W540) ABW 3rd Floor Atrium ABW Art Library
Drewelowe Gallery Levitt Gallery VAB 2nd floor (E260) VAB 1st floor Atrium (floor only)

Date of show _____

Please include a detailed description of proposed exhibition: (include additional pages as needed)

Student Signature _____ Date _____

If the exhibition is not in compliance with the above description or does not meet the standards of the show requirements, the faculty sponsor has the discretion to cancel the exhibition.

This section is to be completed by the Faculty Sponsor:

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

_____(initial by faculty)

(For undergraduates only) The student has passed BFA clearance.

_____(initial by faculty)

Faculty Sponsor Print Name: _____ Signature: _____ Date: _____

Faculty Gallery Coordinator Signature: _____ Date: _____
(Professor Dan Miller)