

B.A. SENIOR EXHIBITION CONTRACT & CHECK LIST
Owen Hall: 2nd and 3rd Floor Galleries; Ramsey Library Blowers Gallery;
Highsmith Union University Gallery

Student: _____ Media: _____ Dates of Exhibition: _____

E-mail address: _____@unca.edu Phone: (cell) _____ (home) _____

If you choose to have an opening reception: STUDENT EXHIBITIONS OPEN ON FRIDAY NIGHTS AT 6:00 P.M. and typically last for two hours. If it is *necessary* to have a different opening time, and the Art Dept. Chair approves it, you must notify the Art Department webmaster (sbsams@unca.edu) as early as possible of the change so that the website can be updated. If exhibiting in *Ramsey Library*, check with the Nancy Hayes, but normally your reception must **conclude by 6:00 p.m. on Friday to coincide with library hours** (4:00 to 6:00 p.m. is the typical time for the library).

1. _____ **Pre-show Review:** 4-7 weeks (approx. one month) before your exhibition date. (Scheduled for _____.)
2. _____ **Publicity/Press Release:** go to <http://www.unca.edu/news/releases/releaseform/> **Information is DUE 2-3 WEEKS BEFORE THE EXHIBITION!**
3. _____ **Invitation/Announcement cards:** (See page 2 for information on some companies that print cards and check with Riki for other suggestions.) Our Art Department Office Assistant is Riki Yockey in OH 117. Her email address is: ryockey@unca.edu. If you send/order cards, please give 19 (nineteen) of them to Riki. (The Art Dept. wants to be sure the Scholarship Donors receive a card.) **Please also email Riki a jpeg of an image and the information for publicity regarding your exhibition;** Riki will send the information to those on the emailing list. **Make certain the correct name of the gallery (Owen Hall Second Floor Gallery, Owen Hall Third Floor Gallery, Highsmith Union University Gallery, or Ramsey Library Blowers Gallery), the dates, and the return address of the gallery are printed on the postcard/announcement. All this pertinent information should be emailed to Riki along with the jpeg. Receptions and cards are optional. (See Department Guidelines.)**
4. _____ **Inventory Form:** Completed and due to Riki **3 (three) days before** your exhibition opens. This means they are due on the Tuesday (Wednesday at the latest) before your exhibition opens on Friday. **Get a blank form from Riki or make your own.** The Inventory Form should include title, date, media, size, insurance value/price (if NFS please indicate, but we still need the **insurance value**) (See attachment for example).
5. _____ **Labels:** Students are required to complete, type, and create their own labels. (See attachment for suggestions.) **Labels** for artworks exhibited on the carpeted walls of the 2nd Floor Gallery in Owen Hall should probably consist of clear labels mounted on blank white 3 x 5" index cards, which are in turn attached (by rolled tape) to the walls, or by some other labeling system, which has a clean, professional look. Ramsey Library will advise of their label requirements.
6. _____ **Price List:** Students are required to complete, type, create their own price list. (See attachment for example.)
7. _____ **Floor Plan:** Floor plans for second and third floor galleries, Ramsey Library and Highsmith are available for your use. (See attachment for example.)
8. _____ **Gallery Deposit:** A \$50 deposit is due Thursday morning before the opening of the exhibition. If you plan to paint or **modify the walls in any way**, your plan must be **PREAPPROVED** by the Art Dept. Gallery Committee and the Highsmith Union Director (if applicable). Depending on the plans for temporary modifications/changes and the gallery committee's decision, there may be a \$150 deposit. The submission and subsequent approval would have to be granted at least two weeks before the opening of the exhibition. (If any unapproved altering or painting of the gallery occurs, the gallery committee reserves the right to collect a damage fine of \$200, which will go into the Art Department's discretionary fund. The deposit will be refunded to you *if all of the following criteria are met:*
 - **DO NOT REMOVE LIGHT FIXTURES FROM TRACKS OTHER THAN TO MOVE FROM ONE LOCATION TO ANOTHER** – *Just loosen the light bulb if you don't need that particular fixture. Do not leave fixtures in other rooms or on the gallery floor.* If you have aesthetic reasons to request some other arrangement, see the gallery director, Robert Tynes.
 - **The Gallery must be clean by 8:00 a.m. of the next day the gallery will be open, following an opening on Friday night.** This includes the removal of all tools, supplies, tables, trash, etc., used in preparation and/or opening of your exhibition. Be sure to return all tools to the gallery tool cart.

- **The Gallery must be returned to "exhibition-ready" state** (i.e., nails removed, walls spackled and painted, floors/walls cleaned of stains, spills, trash in the dumpster, all lights in place, etc.) within 24 hours of your exhibition's closing. Exhibitions close at 6:00 p.m. on the second Tuesday following your Friday opening. Normally, this is a joint process between you and the artist following you in the gallery schedule providing assistance. There may be a work-study student available to help. **However, ultimately it is your responsibility to clean the gallery and to be sure it is in an "exhibition-ready" state in order to have your deposit returned.**

Date: _____ Check # _____ Cash rec'd: \$ _____
(Signature) _____

10. _____ **Remove the exhibition on the last evening of scheduled dates.** Exhibitions close at 6:00 p.m. on the second Tuesday following your Friday opening (Ramsey Library and Highsmith might vary slightly). Repair gallery as stated above within 24 hours after exhibition ends.
11. _____ **Artist's Statement:** A brief **artist's statement is required!** (Min. ½ page; max. 1 page) *(Please submit a copy to Riki to be posted on Dept. website along with images.)*
12. _____ **Mailing List for cards.** *If you choose to send invitation/announcement cards and would like to send some cards to local folks, please provide the Office Assistant with 11 sheets of labels. She will print the labels and return them to you so that you can use the labels for mailing. (These are the 3 across, 1" x 2 5/8" size.) [EX: Avery 5260]*
13. _____ If your exhibition is in the Highsmith University Union Gallery your contact is **Tracy Pouliot** in Karpen Hall Room 144, 251-6991, or tpouliot@unca.edu. **The Ramsey Library Blowers Gallery** contact is **Nancy Hayes**, Ramsey Library Room 135, nhayes@unca.edu or 251-6436.
14. _____ **NO MATTER WHERE YOUR EXHIBITION IS LOCATED, you must participate in the Pre-show Review process with the Art Department Faculty.** Other locations may have additional requirements as well. Your exhibition must be approved before you begin to install. Please make sure you are aware of all requirements of your exhibition venue.

Postcards are optional and may be ordered from the following companies. This is only information. Please feel free to use whatever company/source you like or create your own.

Post Script Press	Oakland, CA	www.pssprint.com	1-800-511-2009
Modern Postcard	Carlsbad, CA	www.modernpostcard.com	1-800-959-8365
Precision Graphics	Black Mountain, NC	419-A W. State St.	669-9077
Overnight Prints	Santa Ana, CA	www.overnightprints.com	1-888-677-2000
Copy Center	Highsmith Union	http://copycenter.unca.edu/	232-5176

Installation: It is recommended that two-dimensional work be installed by hanging each artwork at 57 inches on center from the floor. (58 inches is sometimes used, as well.) Pedestals for 3-D work can be used from the storage area on a first-claim/first-serve basis. Special display cases, or other pedestal designs outside our inventory, will need to be paid for and made by the student.

When hanging an exhibition in the Second Floor Gallery, attention must be given to **NOT hammer on walls** when classes are in adjacent rooms. So as to not disturb anyone on the second or third floors of Owen Hall, it is best to install work on walls in the evening after the classes/meetings are over.

I have read this contract and understand my exhibition responsibilities as a BA candidate in studio art. I have also read the pertinent information in the [Guidelines](#) found on the Department of Art Website.

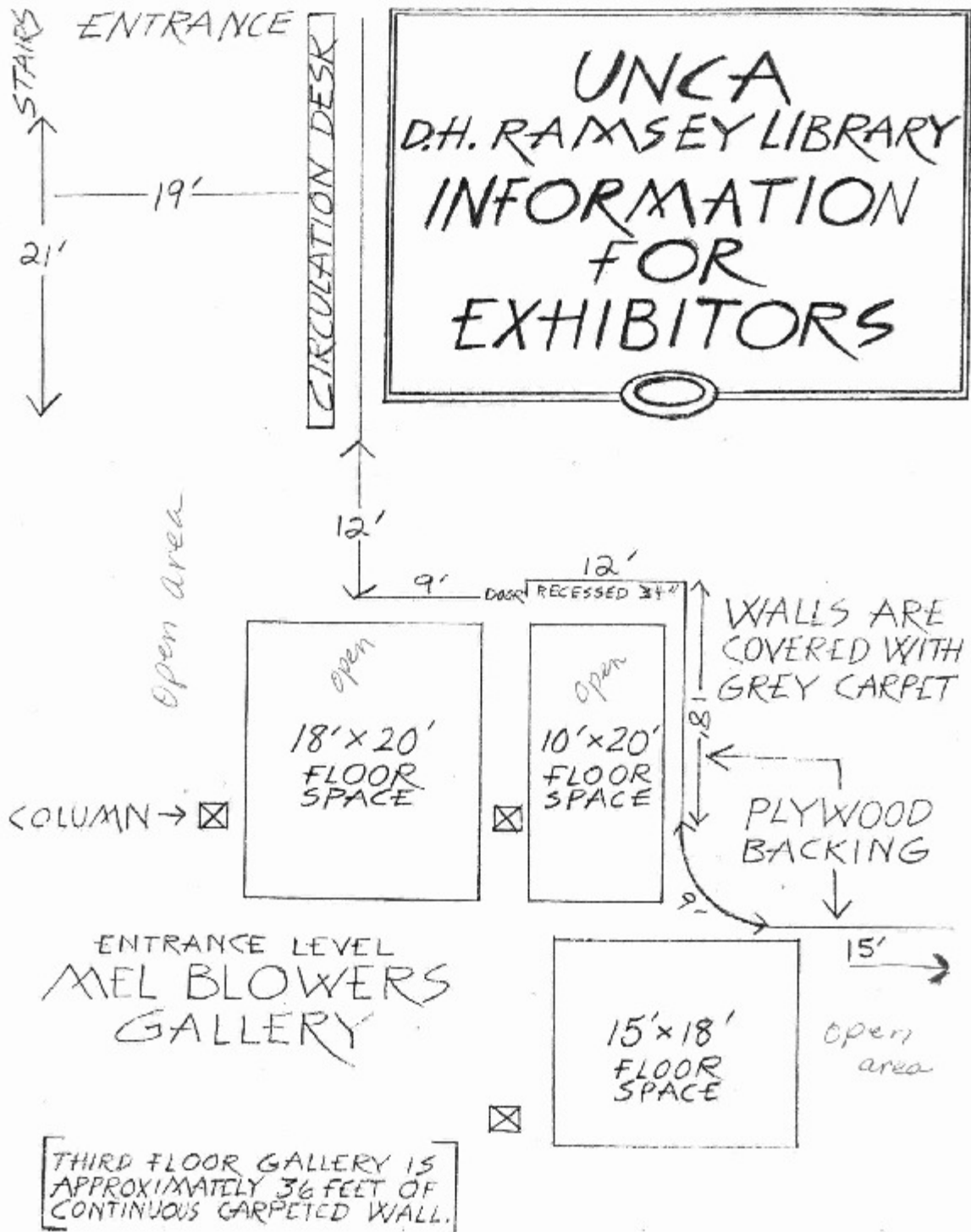
Signature _____

If you have any questions, please feel free to contact Robert Tynes, gallery director, for assistance at rtynes@unca.edu or call his office at 828.251.6880. (If necessary, you may call him at home. The number is listed in the telephone directory.)

Highsmith University Union Gallery is located on the lower level of the Highsmith University Union



Ramsey Library Blowers Gallery



How to make labels for artwork:

1. Open a new **Word** document
2. On the top toolbar, select **TOOLS**
3. About 3/4 of the way down, select **LABELS**
4. A dialogue box should appear
5. Inside of the dialogue box, select **OPTIONS**
6. Once inside of **OPTIONS**, choose paper type
7. Under paper type, scroll to select dimensions of label. Use a label around the dimensions of 2x4 inches. (If using Avery paper, select Shipping – 5163 or Avery 5663)
8. Once size is determined, click **OK** and return to original dialogue box.
9. Once back to original dialogue box, make sure that “**Full page of same label**” is checked.
10. Now there is a full page of labels ready to be formatted.

Format for artwork labels is:

CENTER EVERYTHING

Pricing: **NO** “**price on request**” either the price of the piece, or “not for sale”

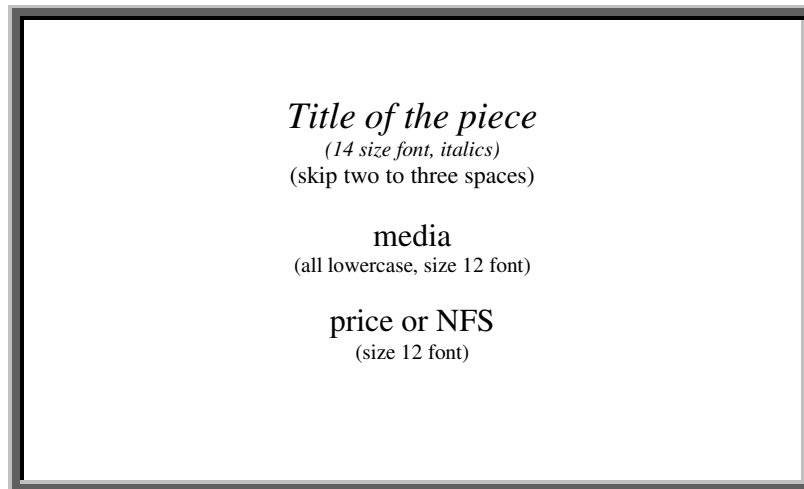


EXHIBIT INVENTORY FORM

(Must be returned [by Wednesday before show] to Riki in OH 117)

YOUR NAME: _____
PHONE NUMBER: _____ **E-mail address:** _____
Dates of Exhibition: _____ **B.A.** _____ **B.F.A.** _____
Location of Exhibition: _____
Title of Exhibition: _____

Please print legibly or type. Size for 3-D work is WxLxH.

1. Title _____ Size _____
Medium _____ Ins. Value/Price _____
2. Title _____ Size _____
Medium _____ Ins. Value/Price _____
3. Title _____ Size _____
Medium _____ Ins. Value/Price _____
4. Title _____ Size _____
Medium _____ Ins. Value/Price _____
5. Title _____ Size _____
Medium _____ Ins. Value/Price _____
6. Title _____ Size _____
Medium _____ Ins. Value/Price _____
7. Title _____ Size _____
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8. Title _____ Size _____
Medium _____ Ins. Value/Price _____
9. Title _____ Size _____
Medium _____ Ins. Value/Price _____
10. Title _____ Size _____
Medium _____ Ins. Value/Price _____
11. Title _____ Size _____
Medium _____ Ins. Value/Price _____
12. Title _____ Size _____
Medium _____ Ins. Value/Price _____

8/13/07