Application to Exhibit
(In the main gallery)

Wilson K. Cadman
Art Gallery

Due Date: Friday, November 18, 2016 by 5 p.m.
Wilson K. Cadman Art Gallery
MISSION STATEMENT

A. The mission of the Wilson K. Cadman Art Gallery is to promote understanding of visual art to the community while providing the students of Wichita State University a place to display their creative efforts and give them professional experience in curating, organizing and executing an exhibition of their work.

EXHIBITION GUIDELINES

B. EXHIBITION SELECTION PROCESS
1. An applicant includes but is not limited to an individual or group seeking to exhibit in the Cadman Art Gallery.
2. The applicant will review and understand all accompanying policies and guidelines.
3. The applicant will submit completed application to Student Involvement by the specified deadline, along with one photograph representing the exhibit and a description/artist statement for the show.
4. After submitting application, applicant will be contacted if chosen to interview for a slot.
5. The applicant will make a brief professional presentation (5-10 Minutes) to the Cadman Art Gallery Selection Board. The applicant should speak of his/her:
   a. Goals for exhibiting in the Cadman Art Gallery.
   b. Experience in hanging an exhibit, if any (this is not a requirement).
   c. Timeframe in which the exhibit will be ready for installation.
   d. The applicant should bring four to eight works of art and/or CD or flash drive with images representing proposed exhibit. (Digital media should be in .jpg format or displayed in Power Point which can be viewed on a PC)
6. The Cadman Art Gallery Selection Board or Gallery Supervisor may decline an exhibit if:
   a. The facility is inadequate for proposed exhibition.
   b. The Selection Board finds the artist’s work or presentation is lacking the professionalism that is necessary for exhibiting in the Cadman Art Gallery.
   c. There are any other extenuating circumstances.
   d. There are more applicants than scheduled slots.
   e. There are too many applicants with similar media.
7. The Gallery Supervisor will inform all applicants of the results of their application. Applicants not hearing the results of their application and interview within a reasonable amount of time are advised to contact the Gallery Supervisor.

C. EXHIBIT APPROVAL
1. Upon approval, exhibitors will complete an ‘Exhibitors Agreement’ consenting to:
   a. Abide by all Cadman Art Gallery policies, procedures and guidelines,
   b. Exhibition dates,
   c. Dates and times of installation and removal of exhibit.
2. Exhibitor(s) will submit a mandatory $25.00 security deposit collected after the exhibit is approved.
   a. Security deposit to be returned following the completion of exhibit (if there are no damages or outstanding debts.)
b. If the exhibit is cancelled by exhibitor after agreeing to and signing the Exhibitors Agreement, the deposit will be forfeited.

D. RESPONSIBILITY OF EXHIBITOR
1. The exhibiting artist(s) is responsible for all costs of creating artwork.
2. At least one month prior to exhibit, exhibitor(s) will schedule a meeting with Gallery Supervisor to:
   a. Review policies and exhibit guidelines for successful installation,
   b. Schedule optional reception. Cadman Art Gallery provides up to $75 towards catering,
   c. Review exhibitor(s) marketing materials.
3. The exhibitor is responsible for the installation and removal of exhibit based on the agreed upon schedule with Gallery Supervisor.
4. The artist must include in exhibit artist statement to be displayed, labels for individual artwork and comment book for viewer feedback.
5. At the request of the exhibiting artist(s), some supplies and equipment used to hang the show may be provided by the gallery staff.
6. At a minimum the, exhibitor will design a poster for the exhibit.
   a. Posters will be designed in either an 8.5 x 11 or 11 x 17 format.
   b. Cadman Art Gallery will print up to 30 color or 100 black & white copies of poster.
   c. All additional marketing materials will be at the expense of the exhibitor.

E. CADMAN ART GALLERY SPECIFICATIONS & LIMITATIONS
1. The interior Cadman Art Gallery is approximately 22’ x 17’ with 60’ of running wall space.
2. The walls have two different surfaces.
   a. The presentation wall is a sheet rocked surface.
   b. Perimeter walls are covered in a carpeted material.
      1. On areas of gallery with carpet, art may only be displayed on the carpeted surface and should not overlap with any painted surfaces.
3. A hanging system is installed for use by all exhibitors.
   a. The hanging system can support individual pieces up to 300 lbs.
   b. Artwork installed on system must have hanging device. Best used with wire hangers.
2. At the request of exhibitor, gallery staff may provide supplies for exhibit including, but not limited to; hammer, nails, level, pedestals, ladder, hanging system supplies.
3. Several 110-volt power outlets are available in the Cadman Art Gallery. Prior arrangements will need to be made with Gallery Supervisor to ensure electric is not overloaded and egress is still being met.
4. The following are prohibited.
   a. Screws are not allowed to hang work in the gallery. Items can only be hung with nails, Velcro or gallery installed hanging system.
   b. Shelving may not be installed.
   c. There will be no hanging from the ceiling or lights.
   d. No art may be attached to the floor.
   e. Velcro may only be used on carpeted surfaces.
   f. Tape may not be used on any surface.
5. Only gallery staff can adjust the lights.
6. The Gallery Supervisor reserves the right to restrict the display location of art due to content, size, safety concerns or facility limitations.
7. Art that is violent, nude or controversial in nature cannot be seen from the hallway.

GALLERY POLICIES

A. The following policies apply to both Wilson K. Cadman Art Gallery ‘Main’ and ‘Looking Glass’ spaces.

B. Administration of the Wilson K. Cadman Art Gallery, hereinafter known as Cadman Art Gallery
1. For the Cadman Art Gallery, the staff of Student Involvement and Gallery Supervisor are responsible for:
   a. The advertising of open exhibit positions and overall promotion of the gallery.
   b. The selection of the Cadman Art Gallery Selection Board.
   c. The coordination of exhibitions after the Cadman Art Gallery Selection Board selection process.
   d. The overall condition of the Cadman Art Gallery.
   e. Establishing hours of the Cadman Art Gallery.
   f. Hiring and staffing of Cadman Art Gallery.

B. Priority of Exhibitions
1. Student Involvement sponsored programs, exhibits and competitions.
2. Current Wichita State University students.
3. Current Wichita State University faculty and staff.
4. Wichita State University Alumni.
5. Community members or other individuals unrelated to Wichita State University.

C. Exhibit Scheduling
1. Maximum two weeks (with the exception of Student Involvement art competitions or by special arrangement).
2. Minimum one week (five business days), starting on a Monday and taken down on Friday after 5 p.m. (exceptions made to exhibits falling on holidays or academic breaks).
3. Length will be determined at the discretion of the Gallery Supervisor.

D. Frequency of Exhibitions
1. Individuals may exhibit once an academic year in addition to one joint exhibit per academic year. Student Involvement sponsored art competitions do not count towards exhibit time.

E. GALLERY SECURITY
1. The Cadman Art Gallery is equipped with three surveillance cameras that run 24 hours per day.

F. LIABILITY
1. The staff of the Cadman Art Gallery and Student Involvement will exercise every possible precaution in handling all works of art but cannot assume any responsibility for damage, theft, or loss of artwork before, during, or after the exhibit.
Wilson K. Cadman Art Gallery
‘MAIN GALLERY’ EXHIBITION APPLICATION

APPLYING FOR _________________SEMESTER of YEAR 20_____

Please type (preferred) or neatly print the following information:

Primary Applicant Name: ____________________________________________

Address: __________________________________________________________

City: ___________________________ State: ______ ZIP Code: ____________

Primary Phone: (  ) ___________ Alt. Phone: (  ) _________________

E-mail Address: ____________________________________________________

Additional Applicant Name(s): ______________________________________

Status: ______Student  ______Faculty/Staff

        _____Alumni  ______Other

Have you exhibited your works before? ______Yes  ______No

If Yes, when & where: _____________________________________________

________________________________________________________________

Proposed date(s) of exhibition (optional): ______________________________

Approximate number of pieces to be exhibited: __________________________

To my/our interview, I will bring (please check all that apply)

Flash drive: _______  CD:_______  Actual Works of Art: ____________

Type of Exhibition - Please specify media (painting, ceramics, mixed media, etc.)

_________________________________________________________________

_________________________________________________________________

Briefly describe the overall objective of your show (i.e. purpose, theme, concept, etc).
Any unusual requests for your exhibition (equipment, content, facility, etc).

I have attached the following:

- [ ] 1 Photo Representing the Show (to be used for marketing purposes)
- [ ] A 1-page Artist Statement/Exhibit Description

I have read the Wilson K. Cadman Art Gallery Application Packet. Should I be selected as an exhibitor, I understand the opportunities and responsibilities of exhibiting in the Cadman Art Gallery.

If I sign below on behalf of an organization or group, I understand that the Gallery Supervisor will consider me as the contact person.

____________________________  ______________________  _____________
Printed Name                Signature             Date

____________________________  ______________________  _____________
Additional Person(s)        Signature             Date
(If joint or group exhibition)

Please return pages 5-6 of this application, 1 photo representing the show, and an artist statement before the deadline to:

Student Involvement, RSC Room 216

Business Hours (may change without notice):
- Mondays, 8 a.m.-6 p.m.
- Tuesdays - Thursdays, 8a.m.-7 p.m.
- Fridays, 8 a.m.-5 p.m.

Phone: (316) 978-3022