Application to Exhibit
In the Looking Glass

Wilson K. Cadman
Art Gallery

Due Date: Wednesday, November 22, 2017 by 7 p.m.
Wilson K. Cadman Art Gallery
MISSION STATEMENT

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, group or department seeking to exhibit in the Looking Glass.
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.
4. The Gallery Supervisor may decline an exhibit if:
   a. The facility is inadequate for proposed exhibition.
   b. The artist’s work or presentation is lacking the professionalism that is necessary for exhibiting in the Looking Glass.
   c. There are any other extenuating circumstances.
   d. There are more applicants than scheduled slots.
5. 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.

D. RESPONSIBILITY OF EXHIBITOR
1. The exhibiting artist(s) is responsible for all costs of creating artwork.
   a. At least one month prior to exhibit, exhibitor(s) will schedule a meeting with Gallery Supervisor to review policies and exhibit guidelines for successful installation
2. The exhibitor is responsible for the installation and removal of exhibit based on the agreed upon schedule with Gallery Supervisor.
3. The artist must include in exhibit artist statement to be displayed and labels for individual artwork.
4. At the request of the exhibiting artist(s), some supplies and equipment used to hang the show may be provided by the gallery staff.

E. CADMAN ART GALLERY SPECIFICATIONS & LIMITATIONS
1. The walls of the Looking Glass are as follows:
   a) North Wall- 88.75”
   b) East Wall- 304”
   c) South Wall- 194”
2. The walls are a sheet rock surface.
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. The following are prohibited.
   a. Screws are not allowed to hang work in the gallery. Items can only be hung with nails 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. Tape may not be used on any surface.

4. Only gallery staff can adjust the lights.

5. The Gallery Supervisor reserves the right to restrict the display location of art due to content, size, safety concerns or facility limitations.

6. Art that is violent, nude, controversial in nature cannot be included in the exhibition.

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 four weeks (with the exception of Student Involvement exhibitions or by special arrangement).
   2. Minimum two weeks (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
   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
‘LOOKING GLASS’ 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: __________________________

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).

____________________________________________________________________

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____________________________________________________________________
What materials, if any, will be needed for your exhibition?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Any unusual requests for your exhibition (equipment, content, facility, etc).
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

I have attached the following:
☐ 1 Digital Photo Representing the Show (to be used for marketing purposes)
☐ A 1-page Artist Statement/Exhibit Description

I have read the Looking Glass Application Packet. Should I be selected as an exhibitor, I understand the opportunities and responsibilities of exhibiting in the Looking Glass.

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 ____________

Please return pages 5-6 of this application, 1 digital photo representing the show, and an artist statement before the deadline to:
Student Involvement, RSC Room 216
Business Hours (may change without notice):
Monday - Thursdays, 8a.m.-7 p.m.
Fridays, 8 a.m.-5 p.m.
Phone: (316) 978-3022