



Student Exhibition Application

Artists must submit a completed application online at Glass Gallery website. Artists require a faculty sponsor to exhibit in the Glass Gallery. Gallery reservation dates are not finalized until this application is reviewed and signed by all parties. The Gallery is not staffed by a security guard and art works are not insured by UTEP. The Gallery can be used only by the person(s) whose names are on the contract.

DATES AND HOURS

Exhibitions may not exceed seven days in length for solo exhibition and fourteen days for a group show. This includes installation and de-installation. Please include installation and de-installation dates in your written proposal. The gallery's hours of operation are 8:00 a.m. – 5:00 p.m., Monday to Friday. Exhibition install will always begin the Sunday before the show opening.

Dates of Exhibition: _____ to _____

Installation / De-install Dates: SUNDAY _____ to SATURDAY _____

Reception Date & Time: _____

EXHIBITOR RESPONSIBILITIES

Installation and Maintenance

Exhibitors are responsible for the installation, lighting, de-installation, and refurbishing of the gallery walls, windows, and fixtures. Walls must be patched and repainted, floors swept and mopped, and pedestals and movable walls must be refurbished as well. All artworks must be removed. Use only interior latex spackling paste to repair holes in walls. Paint should be flat interior latex white and must be approved by Nick Gialanella. Paint and tools will be supplied for refurbishing gallery.

- ▶ Exhibitors are responsible for any lost or misplaced tools and will be charged for replacements. All tools may be picked up and returned to the woodshop.
- ▶ The gallery must be returned to its previous condition.
- ▶ Exhibitors assume all costs of exhibition, including the replacement or repair of damaged tools, walls, lights, pedestals, or any other items loaned by the Department of Art.

Printed Material

Exhibitors control all production and dissemination of any printed material promoting the exhibition, such as flyers, postcards, labels, guest books, and signage.

Receptions

Exhibitors are responsible for gallery receptions. All gallery receptions, including refreshments, table cloths, plates, and other eating utensils, must be cleaned and disposed of afterwards. **No alcoholic beverages are permitted.**

Gallery Key

- ▶ A gallery key will be provided and must be returned to Nick Gialanella by 5:00 p.m. on the Monday following your exhibition de-installation.
- ▶ Artists that fail to return the gallery key will be charged to replace the entire lock and key system.

Prerequisites

Artists wishing to exhibit in the Glass Gallery need to consider the following information along with this application. These documents are designed to promote professional practice and management. Statements and images should be finalized and approved by your **faculty representative** before you are allowed to show. Prospective exhibitors should discuss the following information with a faculty member.

- ▶ A brief 250-word artist statement written in twelve point Times New Roman font. Each artist in the exhibition should submit an artist statement. Proofread this statement.
- ▶ A written proposal or exhibition statement. This statement should describe the body of work and how it will be installed. This includes a title for the exhibit, the total number of works, and the dimensions of the works. Be sure to include all names of collaborators.
- ▶ A detailed layout of your exhibition using the provided floor plan in this packet.
- ▶ A portfolio review of the exhibiting work should be conducted with a faculty member prior to your show.

I UNDERSTAND AND ACCEPT THESE CONDITIONS

▶	_____	_____	_____	_____
	Artist's Name (Printed)	STU #	Email	Telephone Number
	_____	_____	_____	_____
	Artist's Signature	Date		
▶	_____	_____	_____	_____
	Artist's Name (Printed)	STU #	Email	Telephone Number
	_____	_____	_____	_____
	Artist's Signature	Date		
▶	_____	_____	_____	_____
	Artist's Name (Printed)	STU #	Email	Telephone Number
	_____	_____	_____	_____
	Artist's Signature	Date		
▶	_____	_____	_____	_____
	Faculty Member's Name (Printed)	Faculty Member's Signature	Email	Date

Miguel Castro
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— Glass Walls

GLASS GALLERY FLOOR PLAN

