



Art Committee  
Wisconsin Union Directorate

## ART EXHIBITION PROPOSAL FORM Wisconsin Union Galleries

**Artist(s) Name:**

**Address:**

**City, State, Zip:**

**Phone:**

**Email:**

*In the box below, please fully describe your exhibition concept. For installations, please provide information on when/where this installation work has been featured previously, or how you have tested your installation techniques/ideas before submitting them to us for consideration. **Detailed proposal descriptions will receive the fullest consideration.** Make sure to include a list of medium, size and number of works. Detail any specific goals you have for the exhibition. Please make sure to disclose any rental agreements, contracts, or other sponsorships that would be part of this exhibition proposal.*

**Gallery Preferences:**

\_\_\_ *Class of 1925 Gallery (Memorial Union)*    \_\_\_ *Gallery 1308 (Union South)*    \_\_\_ *Either Facility*

**For the Class of 1925 Gallery, what exhibition times is your artwork available?**

*Work must be available for full duration of each time slot, time slots will not be adjusted.*

\_\_\_ 4/8/2016—5/10/2016

\_\_\_ 5/20/2016—6/14/2016

**For the Gallery 1308, what exhibition times is your artwork available?**

*Work must be available for full duration of each time slot, time slots will not be adjusted.*

\_\_\_ 4/29/2016—5/24/2016

**Please tell us where you heard about our submissions process:****Please review and initial next to each item listed below (initials may be typed if submitting form via email).**

**Submission of a proposal packet indicates acceptance of all terms listed below, in addition to all guidelines and information posted on the WUD Art Committee website.**

If artwork is sold during/resulting from exhibition, a 20% commission will be taken. All sales will be conducted through the WUD Art Committee. Artist will be paid by check following the end of the exhibition. 5.5% Wisconsin State Sales tax will be collected from purchaser and submitted directly to the Wisconsin Department of Revenue. (\_\_\_\_\_ Artist Initials)

Artist will notify the Art Committee of any substantial changes to topic, format or medium following acceptance of an exhibition proposal. Such changes must be approved by the WUD Art Committee prior to shipping of work. The WUD Art Committee reserves the right to cancel any exhibition that changes significantly from what was originally proposed. (\_\_\_\_\_ Artist Initials)

Exhibition design, installation, reasonable security and basic lighting will be provided by the WUD Art Committee. The WUD Art Committee reserves the right to change proposed exhibition layouts for risk management or aesthetic reasons. (\_\_\_\_\_ Artist Initials)

A limited number of basic tools and general wash lighting will provided by the gallery. Specialized hardware, hanging mechanisms, fasteners, and equipment are the responsibility of the artist (including cost of said hardware and equipment). (\_\_\_\_\_ Artist Initials)

2D works appearing in any gallery MUST be framed and/or securely pre-wired for hanging PRIOR to arrival at the gallery. Sturdy wiring is an essential part of our basic security protocols in all gallery spaces, as it allows us to secure works to the nails/screws using a cable tie. If your works will not arrive wired, this limits available insurance coverage for certain works. (\_\_\_\_\_ Artist Initials)

For Memorial Union exhibitions that require AV equipment, the artist is responsible for providing all necessary equipment and instructions for simple operation. Operation must be limited to starting the system at gallery opening each day of the exhibition (DVDs/CDs must loop.) Equipment must be installed to our risk management standards, or it will not be covered by insurance. For US exhibitions using our AV equipment, media provided must be easy to operate--to starting the system at gallery opening each day of the exhibition (DVDs/CDs must loop.) (\_\_\_\_\_ Artist Initials)

Absolutely no drilling, nailing, or gluing to the floors, ceilings or molding is allowed. Absolutely no painting, mudding, plastering or use of adhesives/markers/paint/other substances on the walls, pedestals, windows, floor or ceiling is allowed. (\_\_\_\_\_ Artist Initials)

Any programmatic or financial sponsorships, contracts, rental agreements of artwork, grants, funds, etc. must be disclosed to the committee on this form, detailed in the above description of your exhibition. The Art Committee Advisor must review and approve any such agreements prior to the start of the exhibition and all are subject to all Wisconsin Union Directorate policies and procedures for co-sponsorships as well as any applicable University or State policies. (\_\_\_\_\_ Artist Initials)

If the proposing party does not physically own/manage the artwork included in the proposal, adequate documentation of the availability of the artwork must be provided with the proposal. All rental, shipping, and transit insurance costs will be the responsibility of the proposing organization. The WUD Art Committee advisor must review and approve all contracts related to exhibitions of this nature prior to their final execution. (\_\_\_\_\_ Artist Initials)

Insurance against theft, fire and any damages in excess of normal handling will be provided by the Wisconsin Union and University Risk Management. Artwork can only be insured while in the physical possession of the WUD Art Committee. Artist is responsible for all liability coverage during transportation to/from the Wisconsin Union Galleries. All artwork must be secured to our risk management standards in order to be covered by the University's insurance. (\_\_\_\_\_ Artist Initials)

Artist is responsible for all expenses and logistics of transporting/shipping artwork to and from galleries, including insurance during transit and all packing materials. Artist is responsible for all incoming and outgoing shipping expenses, including packing/shipping materials, freight/shipping/delivery fees, and travel/lodging costs if hand-delivering works. (\_\_\_\_\_ Artist Initials)

## SUBMITTING YOUR PROPOSAL

**VIA EMAIL:** Please send an email with attachments to [wudartsubmissions@gmail.com](mailto:wudartsubmissions@gmail.com). Document attachments should either be Word docs or pdfs. Please do not send zipped files. Images should be attached as jpegs. Electronic submissions are preferred.

**VIA US MAIL:** If sending a physical packet, please include printouts of all documents. Images should be submitted as jpegs on a CD (no DVDs, please.) Mail your packet to:

WUD Art Committee  
Attn: Submissions Coordinator  
1308 W Dayton St Rm 235  
Madison, WI 53715

### PACKET CHECKLIST:

- ☐ This completed proposal form.
- ☐ Artist resume/ biography/CV. For group shows, a brief biography/resume/CV should be included for each artist in the proposed exhibition.
- ☐ Up to 10 digital images of recent work, in jpeg format on a CD for physical submissions packets or as jpeg attachments for emailed proposals. Do not submit slides or photo prints. Images do not have to be of works that will definitely be included in the final show, but must be representative of the works to be displayed. Please do not send us images of your prints if you are proposing an exhibition of sculpture.
- ☐ A list of captions for each image submitted that includes dimensions (with units), title and medium of each work. You must include dimensions (with units) for each work so that we have an understanding of the size scale and can consider works for appropriate exhibition spaces
- ☐ A SASE (self addressed stamped envelope), if you are submitting a physical proposal packet. If a SASE is not included, submission materials will not be returned and will be disposed/recycled after the submissions process.

### **Questions?**

**Contact the WUD Art Committee at 608.262.7592,  
or email the Associate Director of Submissions at [wudartsubmissions@gmail.com](mailto:wudartsubmissions@gmail.com).**