

## *UUFA Gallery in the Round*

### **Information for Exhibiting Artists**

#### **SECURING AN EXHIBIT IN GALLERY IN THE ROUND**

The exhibit schedule for Gallery in the Round is set for approximately one year in advance. Individual artists, Exhibit Committee members, or other members of the Unitarian Universalist Fellowship of Ames can propose potential exhibits. A proposal should consist of:

- Visual Evidence of Art work quality of this artist
- Artist's Resume
- Statement of availability for specific time periods
- Artist's statement (optional)

All formal proposals will be considered at a yearly meeting of the UUFA Exhibit Committee. Reviews and recommendations by the Committee Chair(s) will be the basis for final decisions on the exhibit schedule for the coming year. All committee members will have one vote on each proposed exhibit. The Committee Chair(s) will notify proposing artists and exhibition dates will be offered immediately following this action.

#### **CURATOR**

Each exhibit will be assigned a member of the Exhibit Committee as a coordinating curator. The curator is responsible for serving as the primary contact person between the exhibiting artist and the Gallery in the Round for all exhibition arrangements. Plans for hanging date, publicity information, potential receptions, artist's presentation, and take down arrangements will be made with the artist by the curator.

#### **EXHIBITING ARTIST RESPONSIBILITIES**

- **Provide signed copy of Master Exhibition Form listing all works to be exhibited.**
- **Identify works to be presented for sale and required sale price**
- **Deliver promised work on negotiated hanging date (with name cards)**
- **Provide artist's statement for display and/or exhibition poster (optional)**
- **Work with curator to prepare press releases**
- **Arrange through curator for take down date and remove work from gallery**

All artworks on exhibit must stay in the gallery until the scheduled end of the show, unless special arrangements are made with the exhibit committee with advance notice and scheduling arrangement for replacement. Only members of the UUFA Exhibit's Committee are authorized to remove artworks during the announced exhibition dates.

## **GALLERY IN THE ROUND RESPONSIBILITIES**

- **Exhibition Installation and Removal**

The Exhibit Committee will provide several volunteers to assist in exhibit installation

Gallery in the Round will provide a professional hanging system and all necessary tools for installation.

- **Publicity**

The UUFA Exhibit Committee will attempt to have the exhibit and participating artist advertised on relevant arts calendars, in local media, and on social networking sites.

The exhibit and related activities will be included in electronic and printed materials to the UUFA congregation.

- **Insurance Coverage**

The Gallery agrees to maintain insurance coverage on artworks in the exhibit. The Unitarian Universalist Fellowship of Ames provides insurance for the duration of the exhibit. Insurance coverage is up to a total exhibit limit of \$30,000.

- **Exhibit Security**

The Unitarian Universalist Fellowship provides oversight at the building entrance during weekday periods when the building is available for public viewing of the exhibit.

- **Resolution of Exhibit Issues**

Since the UUFA building in which the Gallery in the Round is housed has regular programming for children as well as adults, there may at times be questions raised about whether content of art works. Gallery in the Round has a published policy for dealing with such issues that calls for the Exhibit Committee members to negotiate a resolution of concerns in partnership with the exhibiting artist. The intent is to resolve these issues with concern for the expressive authenticity of the artist and the religious values of the Unitarian Universalist Association.

## **RECEPTION**

A reception may be held (without payment of usual UUFA rental fee) if the artists requests it. The exhibiting artists will furnish the reception food and wine, if desired. The art committee will set up tables, makes coffee, and other beverages as desired. The art committee can provide napkins, cups, glasses and plates. The artist is responsible for notifying the assigned exhibit curator of the desire to hold a reception before the exhibit is installed. A gallery talk or presentation by the artist has been shown to increase the size of the reception audience.

The UUFA may provide music, poetry reading, or other entertainment for receptions based the on the artist's wishes and available of UUFA performers.

Receptions are generally held from 5:30 to 7:00 p.m. on a Friday night when most interested people are available. The exhibit curator will see that the reception is publicized in the local media and to members of the Fellowship. The artist is responsible for any additional advertising for the exhibit or reception, such as postcards, etc.

## **SALES**

- **20 % Commission on all art works sold during exhibition**

The UUFA will retain a 20% commission on the price of all art works sold. Price is determined from works offered for sale on the exhibit master sheet provided by the artist at the time the exhibition is installed. Works not available for sale should be so indicated on the Exhibit Master Sheet. The exhibit curator and/or committee chairs will be responsible for completing sale negotiations, receipt of monies, and filing of sales record with the UUFA Treasurer. Artists will receive one check from the UUFA Treasurer for any sales at the end of the exhibit. Sold signs will be placed next to the art work after the curator receives payment.

Sold art will not be removed from the show, until the exhibition is over.