

## Contract for Student Exhibitions-FALL 2021/SPRING 2022

Eleanor R. and Robert A. DeVries Student Art Gallery  
Richmond Center for Visual Arts, Western Michigan University

### General information

The DeVries Student Art Gallery is the Frostic School of Art's designated student exhibition space. It is a professional exhibition space. Showing your work in the DeVries Student Art Gallery is a rare and special opportunity. The business of showing art at the Richmond Center for Visual Arts is taken very seriously. Your conduct during the tenure of your show must reflect this.

It is expected that you read this contract thoroughly and become familiar with all of the rules and regulations governing your use of the facility. Any infraction of this contract will be considered grounds for any of the following penalties: appropriate charges to your student account, the expulsion of your show from the DeVries Student Art Gallery (SAG), and/or revocation of your right to graduate as planned or with a BFA degree.

### Reach out with any questions and concerns to the Coordinator of Exhibitions for the Spring 2021 semester:

Tanya Bakija, Coordinator of Exhibitions. Email: [tanya.bakija@wmich.edu](mailto:tanya.bakija@wmich.edu)

**IMPORTANT:** The information in this contract may be subject to change. Any changes to this contract, including change in gallery access and hours, will be communicated by email.

**CAPACITY:** The capacity for the DeVries Student Art Gallery is 15. There must be no more than 15 people in the space at any time. Per University protocol, face coverings are mandatory in this space. We ask that all visitors observe physical distance of six feet.

### Your Responsibilities:

#### Pre-Exhibition Meetings

You are REQUIRED to schedule a meeting with the Coordinator of Exhibitions two to three weeks prior to the week of your show. Be prepared to discuss your detailed exhibition installation plan as well as to review the gallery rules. This includes a discussion of your media, installation including what hardware you will be using, and any special or unusual materials and/or preparations you plan to use in the gallery. **You will be required to provide a layout of your proposed exhibition and supply an image list with thumbnail image, title, medium, and dimensions.** Your exhibition plan must be approved by Tanya Bakija, Coordinator of Exhibitions. Any changes made to your plan *after* this meeting must also be reviewed and approved *before* the day of installation. Note: your arrangements with the gallery are completely separate from your interactions with your BFA committee or faculty sponsor. The Exhibitions



department is not involved with any part of your BFA degree requirements aside from your use of the gallery.

### **Installation and De-installation**

You are responsible for the installation and de-installation of your show. A floor plan of the DeVries Gallery will be provided in advance. An exhibitions employee will be available to assist with installations and de-installations from 10:00am-3:00pm on Saturday. They will adjust the lighting and help install any work that requires the scissor lift. You are not allowed to operate either the scissor lift or forklift.

You will need to coordinate with the other student(s) you will be sharing the gallery with to plan the placement of your show.

**Your exhibition must be completely de-installed and the gallery reset back to the condition in which you found it by 12pm on Saturday. The next exhibition will begin installing at 1pm on Saturday. Your show must be completely installed and ready to exhibit before Monday at 10:00AM.** Failure to have your show ready by Monday could result in the cancellation of your show and/or charges will be incurred for any work that must be done by the exhibitions staff if your show is not ready. When you have finished your installation and gallery reset, you must email the Coordinator of Exhibitions that you are finished in the space.

You must leave your work installed in the gallery through the entire week. You may begin deinstalling your work any time after 3pm on Friday. A **gallery reset** means all of your work is off the walls, the walls have been patched and are ready for touch-up paint, the tools are cleaned and put away, the gallery is tidy, and the space is ready for the next person to use.

**IMPORTANT: To encourage social distancing, we are highly encouraging that all works installed in the gallery are spaced farther apart.**

Your exhibition runs Tuesday through Friday.

#### Weekly schedule

Monday: Galleries closed, your install must be 100% complete by 10:00am

Tuesday—Friday 10:00am-3:00pm // You may also bring guests into your exhibition via your swipe card access anytime the galleries are closed to the public.

Friday after 3pm: Begin deinstall.

Saturday: Deinstall & gallery reset complete by 12:00pm. Next install starts at 1:00pm

Sunday: Closed for install

Unless prior arrangements have been made with the Coordinator of Exhibitions, you must show up to de-install on Friday and complete the deinstallation by 12pm on Saturday or incur a \$250 fine charged to your student account. Any artwork left in the SAG after 2pm on Saturday without advance permission will be moved or discarded at the discretion of the Coordinator of Exhibitions, and you may be charged a storage fee, up to \$100/day, for any work left after the de-installation time.



## **Gallery Furniture, Interactives, and Access**

The freestanding wall structure in the center of the gallery may not be moved or altered. You must have preapproval from the Coordinator of Exhibitions for all work hung on temp walls or the large doors connected to the main gallery. Those doors may be open or closed, depending on what is showing in the main gallery. Arrangements for video and projection art must be planned and approved well in advance by the Coordinator of Exhibitions. Equipment and technical support is subject to availability.

Gallery pedestals and benches will be provided upon request.

Gallery interactives are not allowed during the COVID-19 pandemic. Postcards and exhibition comment books will be allowed. If your exhibition has a critical interactive component, talk with the Coordinator of Exhibitions for possible solutions.

You will have swipe access with your WMU ID card to the gallery for installation, deinstallation, and during the week of your show. This access will also allow you to bring in guests to your exhibition outside of open gallery hours.

## **Installation Supplies**

Based on your exhibition contract and plan discussed with the Coordinator of Exhibitions, supplies will be provided to you in the gallery. You will not be allowed into the Exhibitions Prep Area. You should know before starting your installation how you want to display your work and communicate this clearly to the Coordinator of Exhibitions so you have everything you need for your install. If you do not know what you need or how you want to install your work, this must be brought up in the meetings with the Coordinator of Exhibitions before your exhibition.

Traditional gallery hanging methods are recommended. These methods leave the smallest holes possible in the walls. Paintings are not allowed to be hung on nails without proper hardware (D-rings and/or wire). You will be responsible for patching holes and gallery staff will paint.

Painting directly on the gallery walls is forbidden. Covering the floor or the pedestals with materials such as sand, dirt, saw dust, etc., must be approved in advance. The use of spray adhesive to install artwork or labels to the walls is forbidden, as is the use of tape or other adhesives on the gallery floor. Foam-based tapes are forbidden in the gallery. If you are not sure what you need to display your work, the Coordinator of Exhibitions will help you determine what is best for your situation. Remember, if you are not sure of anything, just ask!

## **Vinyl and Labels**

The Exhibitions Department and the Frostic School of Art will supply each student vinyl lettering for their show: Your name and show title will be cut in vinyl and installed by gallery staff. The vinyl color is charcoal grey. If you want more vinyl outside of this, you will need to get this from a



sign shop. The standard RCVA font of Cooper Hewitt will be used unless another request is made early in advance.

Labels are an extremely important component of your show. Well-crafted labels demonstrate professionalism and the attention to detail a good exhibition requires. Labels with substandard printing, careless mounting and sloppy cuts will be removed and you will be asked to redo them. It is recommended to create labels by designing on the computer and printing, mounting to a substrate like mat board with a spray adhesive, and using clean and sharp cutting tools when cutting. Mat board is recommended over foam core because it is more forgiving when cutting. If you need help creating labels that look clean and professional, talk to your faculty advisor or the Coordinator of Exhibitions.

One final note about vinyl and labels: These components of an exhibition can be used to thematically tie your show together. Consider using a consistent typeface, color or other design elements across all exhibition components for a cohesive exhibition.

### Insurance

You may submit a list of works to be insured at least one week before your show opens. Send the list via e-mail to the Coordinator of Exhibitions in a Word or PDF file. Send it to: [tanya.bakija@wmich.edu](mailto:tanya.bakija@wmich.edu). This list must include: Your name, your degree, the title and dates of your show, and a complete list of the pieces you plan to exhibit (title, media, dimensions, and value). For insurance purposes, each item on the list must have a value, even if it is not for sale. Artworks can be insured up to a maximum value of \$2500 per item with a \$250 deductible. There is a \$35,000 maximum total value limit per student. **If you do not submit an itemized list, your work will not be insured and the university will not be liable for any theft or damages that could occur while your work is in the building.**

### Sales

The DeVries Student Art Gallery is not a commercial gallery. **Do not list prices on your labels.** If your labels have prices, they may be removed by an exhibitions employee. Price lists may be left on a pedestal with your guest book.

### Publicity

You should submit an image of your work to the Coordinator of Exhibitions for use on the FSoA website at the time you sign this contract. Send it to: [tanya.bakija@wmich.edu](mailto:tanya.bakija@wmich.edu). *The Exhibitions Department does not provide any other assistance with promoting your exhibition.* You may promote or advertise your exhibition in any fashion you wish (subject to university approval). Promotion is not a requirement, but is highly recommended. Advertising on the WMU campus must be done according to university and building guidelines. The staff will remove any flyers or other promotional materials that are posted in non-designated areas (such as bare walls or in the restrooms) of any and all buildings on campus.



Postcards offer an opportunity to advertise your exhibition in a traditional gallery format. It is best to order your postcards and posters at least a month in advance of your exhibition date. If you need guidelines about what to put on your postcard, ask the Coordinator of Exhibitions. If you have another person design them for you, be sure to proofread them well before having them printed.

Your postcards and/or posters can be posted on any of the bulletin boards in the RCVA and South Kohrman Hall. University policy forbids hanging them on walls, doors, windows or in restrooms—they will be removed and discarded if you do so. If you wish to post materials in any other University building, they need to be registered and approved by the Office of Student Engagement.

In the event campus is shut down and exhibitions are remote, the Exhibitions Department will move online, and may reach out to you for information on how you would like to be recognized on social media. The SAG Coordinator will reach out for this information when applicable.

### **Reception**

Due to the COVID-19 pandemic, we will no longer be allowing receptions with food and drink in the gallery. You may have a small gathering of people, with masks worn at all times.

### **If Campus Shuts Down**

In the event that campus is shut down and the galleries are not accessible, we will pivot our exhibitions to an online format. Please be prepared for this possibility by documenting your artwork as professionally as possible. We also encourage all students to consider including an artist statement, bio, or other narratives to talk about your work, your design aesthetic, process, materials, etc. Exhibitions will build your show online for you, but you must provide the content on time.



## DeVries Student Art Gallery Contract

To exhibit your work, this exhibition agreement must be completed and signed by you and your faculty sponsor. Your agreement must be returned to the Coordinator of Exhibitions within one week after you receive it, or your assigned exhibition date(s) may be given to another student. Please keep a copy of the signed contract for your records. All instructions and directives given to you by the Coordinator of Exhibitions must be followed. You are contractually obligated to abide by all rules of the RCVA, Exhibitions Director, and Western Michigan University. The University reserves the right to revoke permission and immediately terminate a student's use for violation of this agreement, any other university policy, student codes provision, or disruptive behavior. All students and guests shall comply with all university policies, laws, and the student code. As with any work exhibited at the Richmond Center for Visual Arts, the Director of Exhibitions shall have sole and final authority with respect to the installation and exhibition of artwork in all WMU galleries. If you have any questions about this agreement, please contact the Coordinator of Exhibitions.

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I have read and understand all of the terms and conditions of the DeVries Student Art Gallery contract for student exhibitions at the Richmond Center for Visual Arts, Western Michigan University. I hereby agree to comply with all such terms and conditions of the contract. Electronic signatures will be accepted.

Name of Student \_\_\_\_\_ WIN# \_\_\_\_\_  
Phone \_\_\_\_\_ email \_\_\_\_\_

Title of Exhibition \_\_\_\_\_

Dates of Exhibition \_\_\_\_\_ Area of Concentration \_\_\_\_\_

Degree (circle one): BFA BA Name of Faculty Sponsor \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

Date

\_\_\_\_\_  
Signature of Faculty Sponsor

Date



**James W. and Lois I.  
Richmond Center for Visual Arts**

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[wmich.edu/art/exhibitions](http://wmich.edu/art/exhibitions)  
[art-exhibitions@wmich.edu](mailto:art-exhibitions@wmich.edu)

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\_\_\_\_\_  
Signature of Coordinator of Exhibitions.

Date

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\_\_\_\_\_  
Signature of the Director of Exhibitions

Date

Turn in only this page to Exhibitions, keep the rest for your records. Electronic submissions are allowed from the faculty member.

