Application Requirements:

- Completed Application form
- Image Inventory List include: name, title of work, medium, date, and dimensions (h x w x d)
- Floor Plan

Terms and Conditions:

*Artist(s) must be enrolled as degree seeking students at the University of Arizona at the time of the exhibit. Applications must include ALL of the above information. Incomplete applications will not be considered.

- The Gallery will not exhibit work that has been previously exhibited in the Lionel Rombach or Graduate galleries. All works must be discussed with the gallery director prior to the show.
- Any changes from the original proposal may result in the cancellation or rescheduling of the exhibition.
- The gallery curator must approve special hanging considerations such as pinning, stapling, gluing, or taping of work. All work should be prepared in a professional manner; no wet work will be hung.
- Alternative hanging techniques, structural and cosmetic changes to the gallery, and/or use of technical equipment must be pre-approved by the gallery curator.
- Technology (audio/visual, special lighting, etc.) is the responsibility of the artists.
- The gallery will not store any packaging, transportation, or wrapping material during the duration of the exhibition.
- Applicants are responsible for documentation. A minimum of 6 high quality jpg images (no more than 150 ppi - no wider than 6” in the longest dimension) must be submitted before the completion of the show.
- **Applicants will be responsible for returning the gallery to its original condition at the conclusion of the exhibition.** Applicants may be responsible for purchasing primer, paint, drywall mud, etc. should the condition of the space require such purchases. Repair purchases will be left to the discretion of the gallery curator. Facilities Management will repair any damage to the walls or floor that is left behind and the cost will be assumed and billed directly to the applicant(s). Applicants must allot time at the end of the exhibition to strike (deinstall) and reclaim the gallery.

ADA Requirements:

All aspects of the exhibition must meet ADA accessibility standards (can be viewed at [http://drc.arizona.edu/ada/accommodation.html](http://drc.arizona.edu/ada/accommodation.html)) all health and safety regulations, University of Arizona restrictions (can be viewed at [www.arizona.edu](http://www.arizona.edu)), and damage the property in no way.

Press Information:

- All exhibitions have an e-announcement. Applicants are responsible for submitting a press ready description of the show and one high quality jpg image (150 ppi) to the curator no later than 3 weeks prior to the installation date of the show. If press information is not provided 3 weeks prior to the opening day, no press will be distributed.
- Artists have the option to print announcements for their exhibition. The cost of printed announcements is the sole responsibility of the applicant. A template for postcard announcements will be provided at the applicant’s request and must be approved by the curator before printing.

Receptions:

- Receptions must be scheduled with and approved by the gallery curator.
University Policy requires all foods and beverages purchased for such events to be store bought. NO PREPARED FOODS ARE ALLOWED.

**Student Insurance Policy:**
The University of Arizona insurance underwriters cannot insure works at listed insurance value unless an established market can be proven. You are loaning your work to the Graduate Gallery and The University of Arizona to be shown at your own risk. In the event of damage or loss, please be prepared to submit receipts showing sales of comparable works. This is a binding contract; your signature indicates that you are willing to abide by these terms and conditions.

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**Students in Exhibition:**

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Application Check List:
___ Completed Application
___ Image Inventory List
___ Floor Plan
Grad and Alumni Gallery
Floor Plan:

(approx. 40')

(approx. 20')

(approx. 17')

(approx. 14')

(Height approx. 10")

Gallery Entrance