

Arctic Java Gallery Application and Policy

The Wood Center Student Activities Office aims to display UAF student artwork that will enhance the experience of guests at Arctic Java. Preference may be given to UAF students, followed by other UAF affiliates (faculty, alumni, etc.).

Artists must read, initial each section and sign the application.

Exhibit Presentation and Installation

- All artwork must have a finished appearance suitable for display.
- All work must be wired and ready for hanging. Two-dimensional artwork must be framed and wired.
- The artist(s) will hang art after scheduling a specific time with the gallery coordinator.
- Art must be hung using the hardware installed in the space.
- Art exhibits will be displayed for one month, unless previously arranged for a different duration.
- A title card may be displayed with each piece if artist provides.
- Artist(s) may provide a bio or artist statement to display.
- Artist(s) must provide a complete list of all exhibit pieces to the gallery coordinator, along with contact information and value of piece.
- Artist must remove art on the last day of the show. In failure to do so, the Gallery Coordinator will remove the art and store for 10 business days, after which storage fees will apply.

Initial _____

Sales

All sales are the responsibility of the artist. If the artist wishes to sell their work, they must provide pricing labels, or arrange another option. Student Activities Staff and the gallery coordinator will not be responsible for collecting money or serving as liaison between artist and buyer. If art is purchased, the artist must contact gallery coordinator in writing prior to removing the piece, however we would prefer that the piece hang for the duration of the show.

Initial _____

Security and Liability

Arctic Java is open daily to the UAF community and the general public. There are security cameras in the area, however the space is not constantly staffed. University of Alaska Fairbanks is not responsible for the reimbursement or replacement of lost, stolen, or damaged items. Artist may insure artwork at his or her own cost.

Initial _____

Reception, Marketing, and Publicity

Artist(s) gives consent for UAF marketing to take photos of the exhibit for general marketing materials.

If Artist(s) would like to have a "First Friday" reception, the gallery coordinator will assist in doing this if possible. The gallery coordinator will help with the general marketing of the event to the UAF community, and put on appropriate calendars. The artist(s) is also encouraged to market their opening.

Initial_____

Artist Information/ Application

- If multiple artists are proposing a combined show, each will have to fill out the application.
- Artist(s) must provide images of artwork as part of the application, and can be sent to uaf-sao@alaska.edu

Name of artist:_____

Phone number:_____

E-mail address: _____

Name of exhibit: _____ Artistic medium: _____

Number of pieces in exhibit: _____ Total Value: _____

Preferred month:_____

The signature below accepts these conditions and the guidelines listed on this form.

Name: _____

Signature: _____

Date: _____

Return to:
Student Activities Office
Attn: Gallery Coordinator
PO Box 756640
Fairbanks, AK 99775
Uaf-sao@alaska.edu

For internal use only:
Received by_____Date_____Approved/ Denied
Contacted artist_____

Additional Notes: