The Surplus Gallery is a 4000 square ft. contemporary exhibition space located in the Glove Factory/Studio Arts bldg on the corner of 432 South Washington and East College. The Surplus Gallery is operated by the School of Art and Design at Southern Illinois University Carbondale.

Submit all materials in person to the Surplus Gallery mailbox located in the Advisement Office, Allyn Building, Room 103.

Deadline for Submission: October 16th by 4pm 2015- for Spring 2016

Operating Guidelines

1. The Surplus Gallery is open to all in the arts community to mount exhibitions and conduct arts related projects once a faculty supervisor has been established. Faculty members from the School of Art and Design are considered supervisors for such related events.

2. Students and faculty of the School of Art and Design will be given priority, particularly those individuals fulfilling graduation requirements; all other proposals will be considered based on the availability of time and space. Generally the Gallery will be scheduled on a first come, first serve basis. In order to maintain professional standards and/or when there are more proposals than time slots, a committee composed of the faculty studio area program head, two faculty members and one graduate student from the School of Art and Design, will meet and screen the submitted proposals. All submissions must be accompanied by a written proposal. The proposal must include a description of all works to be exhibited (images are highly useful in determining exhibition spots) as well as the general purpose of the exhibit and a list of all participants.

3. Criteria for acceptance to be exhibited are: quality of the work, its appropriateness for the Gallery, creative use of the exhibition space and timeliness of the application. A faculty member must consent to sponsor the exhibition and sign the agreement. Completed applications and proposals should be submitted to Danny Rohr mailbox located in the Advisement office, Allyn Building, room 103.

4. M.F.A. thesis exhibitor(s) should consider the University Museum as their primary site. Only proposals for work that the Committee believes would be inappropriate for the Museum will be considered for the Surplus Gallery. Before submitting a proposal, the student must have approval from her or his thesis committee. These students may be asked to share the Surplus Gallery with another M.F.A. exhibitor(s).

Policies and Regulations

1. PROPOSALS: All proposals must be accompanied by 20 images, (jpeg or pdf) and/or a maximum of 3 videos, (QuickTime only) no more than 1-2 minutes in length as well as a clearly written artist (or group) statement, need and intent. All exhibitor(s) must reflect the description submitted in the applicant’s proposal and any departures from the approved proposal must be cleared through the Surplus Gallery Committee.
2. **FEE:** A $50 non-refundable fee and a refundable $50 deposit (both addressed to SIUC) will be assessed for each exhibitor/department/exhibit, with the exception of those involved in a departmental annual show or group show. All fees will go towards the general upkeep and maintenance of the space (paint, spackle, light bulbs, etc.). The Gallery must be returned to the state in which it was found. Each exhibitor(s) must remove all hardware from the walls as well as patch and paint all holes. Only paint the walls with (MAB #041-1505). Paint and patch materials will be supplied for basic touch-up ONLY – all other repair materials are the responsibility of the exhibitor(s). The Gallery also needs to be clean, and all materials that do not belong in the Gallery fully removed. All unwanted materials that were part of any exhibit or other event must be out of the gallery; any work left behind will be immediately disposed. Once the Gallery has been returned to an acceptable condition and following a walk-through inspection by a committee member or gallery assistant, the deposit will be refunded. This will be done the Saturday after the exhibition at noon. Any damages or necessary repairs to the Gallery that exceed the $50 deposit money will be considered the full responsibility of the exhibitor(s) causing the damage/repair. If you cancel an exhibit after the date has been approved by the committee and signed by the Chair, you will forfeit your fees. **Any cancellation of an approved exhibit will result in the forfeiture of ALL fees and deposits (total $100).**

3. **GALLERY HOURS:** Each exhibitor must attend to the gallery for ten (10) hours per week, thus maintaining a schedule in order to keep the space open and accessible to the public. This does not include any office hours held by the Surplus Gallery GA or hours held during the reception. The Gallery is only open when the exhibitor(s) is present to watch over the exhibition. The Gallery may never be left open and unattended.

4. **GALLERY KEY:** The Gallery code used to open the key-box (located inside the glove hallway next to the gallery doors) may be obtained from the Graduate Assistant on Sunday at 12 pm prior to the week of the exhibition dates. The key **MUST** remain in the key-box. Most exhibitions are scheduled to have receptions on Fridays not lasting more than three hours. **On (Saturday), the exhibition must be removed entirely and cleaned-up.** In order to keep your deposit, the GA must approve the condition of the gallery no later than 12noon. Therefore, clean-up should be finished around 10 pm in case the GA requires the exhibitor(s) to repair or attend to the “return space requirements”. **Excess of time may result in the forfeiture of the exhibitor(s)’s $50 deposit.** An exhibitor(s) who does not return the key will be held financially responsible for all costs incurred for the replacement, fabrication, and installation of all locks and keys for the Gallery.

5. **PROMOTIONAL MATERIAL:** Exhibitors **must** provide the Surplus Gallery GA with all promotional material no later than **two weeks** prior to the scheduled event. This includes a high-resolution jpg/pdf images of the announcement flier, brief synopsis/artist statement of the show, list of all exhibitors involved and the hours that the gallery will be open to the public.

6. **INSURANCE:** The Surplus Gallery does not furnish any materials, props, or insurance for artworks that have been approved for exhibit. All expenses pertaining to any exhibit, including the costs of opening and closing receptions, are the full responsibility of the exhibitor(s).

11. **ALCOHOL:** **NOT APPLICABLE FOR ANY STUDENT SHOWS.**

   If an exhibitor(s) wishes to serve alcohol at their opening reception:
   a. You **MUST** fill out an SIUC alcohol permit (available at the Director’s office, School of Art and Design) and submit it a month before the reception date.
   b. An additional form covering the guidelines concerning alcohol serving must be filled out and filed with the Gallery Assistant. (Available from the surplus gallery assistant)
   c. You **MUST** comply with Southern Illinois University Carbondale’s alcohol policy.
   d. Exhibitor(s) granted permission by the University must have the faculty sponsor(s) remain during the entire event of the reception.
   e. **ONLY** wine is permitted at receptions, NO Beer or Liquor unless otherwise approved by the Director of the School of Art and Design.

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f. No outside beverages may enter the premises during the reception.
g. Do not permit self-service of alcoholic beverages. You must have a qualified licensed server of at least 18 years of age.
h. Proper Identification must be provided to the server before he/she serves alcoholic beverages.
i. Signage must be posted at serving stations indicating license check and appropriate year of age.
j. There must be a balance between alcoholic and non-alcoholic beverages at any event.
k. When serving alcoholic beverages, there must be plenty of food available.
l. Service of alcoholic beverages must be discontinued at minimum half an hour before the event is scheduled to conclude.

7. PEDESTALS: There are a minimal number of pedestals available on hand at the Gallery, and it is strongly recommended that exhibitors provide their own. In order to maintain the high level of professionalism we have established for the Surplus Gallery, any pedestals used in an exhibit must be of a quality deemed appropriate for use by the Gallery Committee. Broken, poorly constructed or damaged pedestals will not be accepted for use in any exhibit.

8. LIABILITY: The School of Art and Design, its Faculty and Staff, either separately or collectively cannot be held responsible or liable for any loss or damage to items being exhibited. This includes the entire duration that items are on display, in transit, loading or unloading and during the installation process and take-down of the exhibition. The School of Art and Design, its Faculty and Staff, will not be responsible for any injury that may arise to the exhibitor(s), viewers or those attending the exhibition. Exhibitor(s) who wish to carry insurance for their exhibits must do so at their own expense. Any exhibition or installation that may constitute a threat to the health and safety of persons occupying the Gallery space and/or violates any Southern Illinois University’s policies will be removed without notice.

9. EXHIBITION SLOTS: Exhibitions MAY be assigned a two-week time slot depending on the size of the show and group involved. Proposals for one-week slots are strongly preferred as time is limited. Unless otherwise specified, applicants should expect to share the Gallery with other exhibitors. Undergraduate proposals for exhibitions must consist of at least five undergrads per show. All undergraduate exhibitions must be accompanied by the faculty sponsor(s), who must remain on site through the duration of the reception. Exhibition dates begin on Sundays and ends on Saturdays. This includes all installation, takedown and necessary repairs to the Gallery, all of which are the full responsibility of the exhibitor(s). The Gallery must be ready for the next installation by Saturday at noon. Exhibitions must be open for public viewing no later than Tuesday, unless otherwise permitted by the Surplus Gallery Committee.

Annual Surplus Gallery Priority Events Scheduling:
   1. 1st and 2nd Year Graduate Reviews – Spring
   2. Senior Show – Late Spring/Fall
   3. BFA Reviews – Mid Spring/Fall
   4. RZ Competition – Late Spring
   5. Foundations & Drawing Review – Mid Fall
   6. Love at the Glove – Early Fall
   7. Art over Easy – Late Fall
   8. Campus & Community wide Juried Exhibition – Fall

All who wish to use the Surplus Gallery must agree to work within the policies of the University and its conduct codes including all fire, safety and building codes as well as the University alcohol policy. The Surplus Gallery Committee and/or the School of Art and Design has the right to reject any proposal, cancel or reschedule any event or exhibition at anytime it deems such action necessary and appropriate. Any exhibition or installation that may constitute a threat to the health and safety of persons occupying that space or that violates any Southern Illinois University Carbondale policies will be removed without notice. The School of Art and Design and the Surplus Gallery also reserve the right to deny displaying the exhibition or any particular piece of artwork. The artist has the right of appeal.
**IMAGE RELEASE:** I consent and grant permission to the Surplus Gallery, School of Art and Design, and Southern Illinois University Carbondale, its employees and agents under its authority to create, exhibit, transmit, reproduce, distribute, and otherwise use my name and photographs of me and my artwork in perpetuity in either print or on the internet.

I agree that the Surplus Gallery, School of Art and Design, and SIUC owns the images and all rights related to them for promotional and educational purposes. The images may be used in any manner or media without notifying me, such as university sponsored web sites, social networking websites, publications, promotions, television and radio broadcasts, advertisements, posters and slide presentations.

I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them. I agree and understand that by virtue of this consent the University shall have the right, in good faith, to edit images of my work and me and to make it and/or any portion thereof available to others in any form and by any means whatsoever including, without limitation, print, videotape, DVD, CD-ROM, FTP access, television & radio, satellite, or over the Internet. In every instance of such use, the artist shall be acknowledged as the creator and copyright owner of the artwork.

I release the Surplus Gallery, School of Art and Design, SIUC and its employees and agents, authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking of use of the images or printed material used with the images.

The Surplus Gallery and the School of Art and Design will not materially or contextually alter the original images without the artist consent. The artist reserves all rights to the reproduction of the original artworks. The Surplus Gallery is not responsible for the photography and reproduction of artworks by the public during the scheduled time of the exhibit and/or event.

**NOTE:** Group exhibitions will require filling out a separate image release form.

**All fees, image release and event agreement must be signed, completed and submitted with the proposal application before the deadline.**

Please direct any questions to the Graduate Assistant, Danny Rohr at sgallery@siu.edu

Mission Statement

Emphasizing excellence, The School of Art and Design’s Surplus Gallery at Southern Illinois University in Carbondale is a progressive venue encouraging experimental ventures dedicated to the enrichment of cultural life on campus, in the community, and throughout the southern Illinois region. The gallery primarily serves the needs of the university community, which includes students, faculty and visiting artists.

_Surplus Gallery, Operating Guidelines & Policies and Regulations are subject to change without notice._
Exhibition and Special Event Agreement

Exhibitor/Event Coordinator _________________________________________________________

Address _________________________________________________________________________

City ___________________________ State ___________ Zip ______

Telephone ___________________________ Email __________________________________________

List of all exhibitors (use additional sheet if necessary) _________________________________

______________________________________________________________________________

______________________________________________________________________________

Faculty Sponsor ___________________________ Telephone _________________________________

Email ___________________________ Department _________________________________________

Type of exhibit: ☐ MFA Thesis ☐ BFA Thesis ☐ Annual Event ☐ Other

Exhibition/Event title [if appropriate] ________________________________________________

Proposed dates: ___________________________________________________________________

Alternate dates: ___________________________________________________________________

As an artist displaying work or as the coordinator of an event at the Surplus Gallery, or as the representative of a group of artists, I have hereby read the operating guidelines, policies and regulations. I have read and clearly understand the image release waiver and accept the terms. I understand both my responsibilities and the responsibilities of the School of Art and Design during the scheduled time of my exhibit/event and agree to all of the terms and regulations stated in the Operating Guidelines, Policies and Regulations.

Required Signatures

(Please sign and print your name below)

Artist/Coordinator: ___________________________ Date: _________

Faculty Sponsor: ___________________________ Date: _________

Surplus Gallery Chair: ______________________________ Date: _________

(Alex Lopez, Chair) upon approval by Surplus Gallery Committee

This page is to be attached with image waiver form(s) and alcohol permits & forms if applicable.

Proposal Deadlines
October 16th, 2015 by 4pm – Proposals accepted for Spring 2016 exhibitions
Submit all materials in person to the Surplus Gallery mailbox
located in the Advisement Office,
Allyn Building, Room 103