

UICB students have the opportunity to show their work in the K.K. Merker Gallery in North Hall and are encouraged to take advantage of this exhibition opportunity. Students may also use the gallery to curate an exhibition of work by other artists.

Available exhibition dates for fall semesters will be posted the first week of May and for spring semesters, the first week of October. Information regarding bookings will be sent to all UICB students via email, and a sign-up sheet will be posted outside the UICB office (216 NH). Students in the UICB MFA program will have first priority for exhibition dates, and may sign up for spots during the first week that dates are posted. After this period, UICB Certificate students will have one week to sign up for exhibition dates not assigned to MFA students. After the second week, remaining open dates may be claimed by any UICB students or faculty.

Once a student is assigned a date, the student must fill out a gallery agreement (see following pages) and turn in a completed copy to the UICB Studio Coordinator at least two weeks prior to their exhibition.

UICB GALLERY AGREEMENT INFORMATION

Only students currently enrolled in the UI Center for the Book and UICB Faculty/staff are eligible to use the exhibition space. Gallery space may not be used unless booked through the UICB Studio Coordinator. UICB Administration reserves the right to remove unauthorized exhibitions at the exhibitor's expense.

Please complete and return this form to UICB Studio Coordinator as soon as possible. If you must cancel, please give at least two weeks notice. Keep a copy of this agreement for your reference. You are responsible for following these guidelines. By signing this agreement you understand the space is NOT secure and there will NOT be a gallery monitor during the exhibit.

Plan your exhibit to run for two weeks, opening on Monday of the first week and closing on Saturday of the second week. Permanent gallery display areas consists of four wall-mounted enclosed cases and two large wall surfaces. Additional freestanding display vitrines are available upon request from the Studio Coordinator. Some normal book and hanging display supplies are available from UICB. Keys to these supplies are available and should be checked out from the UICB Studio Coordinator during the week before your installation. You are responsible for providing all labor and other supplies required to install your exhibit. UICB staff are not available to help you, unless approved in advance by the UICB Studio Coordinator. Vinyl decals with Artist(s) name(s) and exhibition title are available and will be cut by UICB Staff. This information must be provided to the UICB Studio Coordinator at least two weeks prior to installation. Decals will be applied and removed by the exhibitor(s). Please have everything installed by 8:00 a.m. Monday morning. Failure to install a scheduled show may result in the forfeiture of eligibility to exhibit in UICB galleries in the future. Your show must be taken down and the gallery restored by 5:00 p.m. the Saturday of your closing.

Students are responsible for producing and distributing their own promotional materials. If you would like your exhibition to be included on the UICB website and/or calendar of events, please send an e-mail with exhibition information and digital images to center-for-the-book@uiowa.edu. The name of the exhibitor or group show must be displayed at the exhibit. All promotional materials must include the following:

“Sponsored by the University of Iowa Center for the Book and UI Graduate College. Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, contact the UI Center for the Book in advance, at 216 NH or 319-335-0447.”

Receptions may be held during building hours as posted (7:00 a.m.-10:00 p.m. daily) and all reservations and publications must be approved by the UICB office. The serving of alcohol is not permitted in any area of North Hall. If you wish to hold a reception, you must submit a request to the UICB Studio Coordinator four weeks prior to the reception date.

UICB GALLERY AGREEMENT TERMS (Continued)

We encourage all students to consider the ramifications of their work and to be particularly aware of its impact upon the audience. In light of this, we remind students to be cognizant of the University's policy not to discriminate against any individual or group based upon their race, religion, gender, national origin, disabilities or sexual orientation.

- No illegal acts are permitted.
- Use of live nudity must be confined to the exhibition space and requires a signed agreement and permission of the Director before the exhibition/performance.
- Use of equipment with sound should be kept at low and reasonable levels due to the proximity of offices, classrooms, and studios.
- Artwork, as well as props, wires and cords, should not interfere with the normal flow of traffic.
- No physical changes to the structure (walls, lighting track, flooring, ceiling, etc) of the gallery without special permission of the UICB Studio Coordinator. For example, only holes in the walls made from normal hanging procedures are allowed. Track lighting instruments may be adjusted to properly light the exhibition.
- Artwork may hang from the walls of the gallery only. No artwork may hang from the lighting tracks or the trusses; artwork may not exceed the height of the gallery walls; no physical changes to the walls are allowed.
- Exceptionally heavy objects requiring more than two persons to lift must have prior approval.
- The plexiglas exhibition cases are fragile and require extra care when they are removed and installed. These should be moved by at least two people, and with the use of suction-cup handles, provided by UICB.
- Alcoholic beverages are not allowed on the University campus and cannot be used as any part of your show.
- Blood, body fluids, or any other types of pathogens are prohibited.
- State Fire Safety laws prohibit the use of open flames of any kind.
- Firearms (i.e.: any usable weapon or usable weapon parts) and explosives are prohibited.
- Live animals or live insects are not permitted as part(s) of exhibitions.
- All University of Iowa policies apply and will be enforced. If you have questions about any portion of your installation, please discuss it with your Faculty Advisor.
- The policies, procedures and requirements provided in this document are subject to change without notice.

If you have any questions or concerns contact the UICB Studio Coordinator (craig-kelchen@uiowa.edu or 335-0447).

Please sign below to indicate your acceptance of the above conditions.

Exhibitor's Name _____ E-mail address _____

Circle one: MFA student Certificate Student Other ID Number _____

Phone _____ Dates of show _____

Exhibitor's Signature _____ Date _____

REQUEST FOR UICB GALLERY SIGNAGE

UICB will provide vinyl display signage for exhibitions in the K.K. Merker Gallery if requested by exhibitors. This signage will be cut by the UICB Studio Coordinator and given to the exhibitor before the installation of the exhibition. The signage must be installed by the exhibitor, and removed by the exhibitor when the show is taken down. Supplies for installation will be provided by UICB.

A request must be made to the UICB Studio Coordinator at least two weeks before the installation of the exhibition, with the requested information entered into the form below. UICB will use a standard format for all gallery signage. For group exhibitions, multiple artists' names may be displayed. Exhibition titles are optional and may be included in the signage.

Please provide the information you'd like to display as part of your exhibition below:

Artist(s) Names:

Artist's Name

Another Artist's Name

*Title of Exhibition Here – optional.
It could spill over to multiple lines
if it is a long title.*

Exhibition Title:

Please sign below to indicate your acceptance of the above conditions.

Exhibitor's Name _____ E-mail address _____

Circle one: MFA student Certificate Student Other ID Number _____

Phone _____ Dates of show _____

Exhibitor's Signature _____ Date _____