

VERGETTE GALLERY APPLICATION

CONFIRMATION:

The Vergette Gallery Director will confirm all proposed exhibition dates. Confirmation will take place after application is completed along with following attachments: Artist's Statement, Description of Work, and a CD containing at least one jpeg Image of Work.

FEES AND DEPOSITS:

A \$10.00 non-refundable user fee and a \$25.00 deposit are required. If writing a check, please make two checks, one for \$10.00 and one for \$25.00.

The **\$10.00 non-refundable** user fee is required before application is accepted. Please attach your check made out to SIUC and attach it to your application. This money will be used for Gallery maintenance and supplies.

The \$25.00 deposit is also required before application is accepted. The Gallery must be left clean. You **MUST** fill in any holes made in the walls, sand, prime, and paint over spackling. Supplies can be found in the Vergette lockers in the basement by the ladies room. The room must be left in perfect condition. After the condition of the room is approved by the Gallery Director and/or the person scheduled after you, your \$25 check will be destroyed. If, however, the room is left unacceptable, your check will be deposited.

Key pickup will be arranged by the Gallery Director. Keys must be returned by noon the following Saturday. A **\$100.00** fee will be charged to your Bursar bill for loss of a key.

INSTALLATION:

Installation time is from 12:00 noon Saturdays till 11:30 a.m. the following Saturday. The exhibitor is responsible for the setup, the publicity and reception.

Work must be removed and the Gallery cleaned with all pedestals put neatly away by Saturday at 11:30 a.m.

INSURANCE:

The School of Art and Design, SIUC, does not insure any work exhibited in the Vergette Gallery. However, the Gallery is reasonably secure; exhibit at your own risk.

****Leave your application and check for \$10.00 in the Vergette Gallery box in Allyn Room 113. You should contact Jenna McNair by e-mail at jemelise342@hotmail.com or leave a message at the Art and Design Office, Allyn Room 113, 618-453-4315.**

AGREEMENT: The exhibitor agrees to all the terms of this contract/application:

Signature _____ Date _____

Name _____ E-mail Address _____ Phone _____
(Please Print)

Proposed Dates _____ Alternative Dates _____

BFA _____ BA _____ MFA _____ CLASS _____ OTHER _____

Attach Artist's Statement, Description of Work, and images (jpeg) on CD for Website

Publicity Form

Please fill this form out completely; it makes my job much easier!

This form is for any show that you are having in the Vergette Gallery or anywhere else on campus or in the area. Please complete the following information and a notice will be sent to the local papers, posted on campus and sent out through a mailing list.

Your name / your group's name:

Address:

Phone #:

Title of Show:

Dates:

Location (if other than Vergette):

Purpose (BFA, class show, just because, etc.):

Number of works:

Medium:

Description / Artist statement:

Any other place you would like the information sent (hometown newspaper, etc.):

If you have a printed announcement, please Leave two copies with this completed form.