

**The Union Galleries**  
The University of Arizona  
Student Union Memorial Center  
Tucson, AZ 85721  
(520) 621-6142

The Union Galleries function as an integral part of the Student Union Memorial Center. Since 1973 the galleries have served the community by exposing students and employees of The University of Arizona and off campus visitors to original art by regional and national artists. The galleries heighten awareness of both current and ongoing issues and creative processes, which encourages open dialogue and personal introspection.

Approximately 32,000 people visit the Union Galleries per year. Works in a variety of media are shown including painting, sculpture, graphics, ceramics, fiberwork, and new genre. Each year approximately 35 exhibitions are scheduled. The gallery spaces have the prime advantage of high exposure in one of the busiest buildings on campus. Each gallery hosts a variety of educational and enriching exhibitions. Both professional and student artists are encouraged to show their work in these spaces. Past exhibits include alumni art invitationals, juried student art competitions, student and faculty shows, and traveling and curated exhibitions.

The galleries within the Student Union Memorial Center provide traditional and alternative spaces to exhibit art.

Exhibitions are chosen by the Galleries Curator and the Exhibitions Committee. Proposals for exhibitions are accepted on an ongoing basis throughout the academic year.

# The Union Galleries

## Terms and Conditions

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### APPLICATION

The Union Galleries request an entry fee of \$10.00 for proposals, payable by check to The Union Galleries. Applicants and invited exhibitors are asked to submit up to 20 slides, an artist's statement, resume or biography and other supporting materials. Slides must be clearly labeled with artist's name, title, medium, and dimensions (height x width x depth). Include a self-addressed, stamped envelope for the return of these materials.

### SALES

Although sales are not stressed, works can be listed for sale. The Union Galleries gratefully accepts a 25% donation from sales through the Galleries. If works are not for sale, please mark "NFS" and the insurance value.

### INSURANCE

The University of Arizona shall provide insurance coverage for damage or theft on all artworks exhibited in the Union Galleries.

If any artwork is stolen or damaged, only the fair market value will be reimbursed. You must be prepared to provide proof of an established market in order to receive compensation for damage or theft.

All artwork is subject to reasonable wear while on exhibit in the Union Galleries. Reasonable wear, such as small scratches, dents, and dirt, will not be considered for compensation.

Those exhibiting in the alternative spaces need to be aware of the open and relatively unguarded conditions that exist in these spaces. Artists are assured that the Galleries will exercise all reasonable precautions within the physical limitations of the spaces, so as to minimize risk of loss and damage to art works.

### SHIPPING/TRANSPORTATION OF ARTWORK

All artists exhibiting in the Union Galleries have sole responsibility for transporting their artwork to and from the exhibition, unless other arrangements have been made with the Galleries Curator. The Galleries Curator shall set up a schedule for the delivery, installation, and return of artwork.

Due to finite storage space, it is imperative that all artwork be picked up on the appointed day. Any artwork not picked up by the 30<sup>th</sup> day after the close of the exhibition shall become the property of the Student Union Memorial Center.

## EXHIBITION OF ARTWORK

Artists are encouraged to participate in the installation of their work when possible. Please contact the Galleries Curator regarding your specific installation needs.

All artwork must be ready for display. Works on paper must be framed and wired, unless otherwise approved by the Galleries Curator. All works must be labeled on the back with the artist's name, title, medium, and dimensions (h x w x d). Works must be able to fit through an entryway 83 inches high by 34 ½ inches wide. Works cannot weigh more than 100 pounds.

The Union Galleries reserve the right to refuse any artwork that is too fragile, improperly prepared for exhibit, or overvalued.

It is agreed upon by both the lender and the Union Galleries that the exhibition will remain on display for the entire scheduled time.

## ANNOUNCEMENTS

Exhibition announcements shall be created by the Union Galleries' staff, unless otherwise agreed upon. Any announcements created by the exhibitor will be used only with prior approval of the Galleries Curator. Each artist shall receive 25 copies of the announcement for personal distribution. The artist will be responsible for mailing announcements from his/her own mailing list.

## RECEPTIONS

Exhibition receptions will be scheduled when appropriate and when funding permits. If the exhibitor would like to have a reception, the date and time must be approved by the Galleries Curator. The reception food must be catered by the Student Union Memorial Center's Catering Service. Alcohol is not permitted at any reception.

**I hereby agree to the terms and conditions as enumerated above.**

Please sign and return to Shelby Reese•Galleries Curator•Union Gallery Student Union Memorial Center •The University of Arizona•Tucson, Arizona 85721• (520) 621-6142.

\_\_\_\_\_  
Artist's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Galleries Curator's Signature

\_\_\_\_\_  
Date

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**EXHIBITION APPLICATION**

Name \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Status: \_\_\_ Student \_\_\_ Faculty/Staff \_\_\_ Other (Please Specify) \_\_\_\_\_

Have you exhibited at one of the Union Galleries before? \_\_\_\_\_  
If yes, which one and when?  
\_\_\_\_\_

Proposed exhibition time:

Fall/Year \_\_\_\_\_  Spring/Year \_\_\_\_\_  Summer/Year \_\_\_\_\_

Proposed exhibition title: \_\_\_\_\_

Approximate number of pieces to be exhibited: \_\_\_\_\_

Description of proposed exhibition: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special conditions, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**EXHIBITION AGREEMENT**

Please complete, sign, and return this form to the Union Galleries. Please make a copy for your records.

Name \_\_\_\_\_  
Artist's name as it should appear on gallery labels, publicity, and signage.

Address \_\_\_\_\_  
Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Exhibition Title \_\_\_\_\_  
Gallery Location \_\_\_\_\_

Dates of Exhibition \_\_\_\_\_ Dates of Loan \_\_\_\_\_

Please complete the enclosed loan form including title, media, year, dimensions (h x w x d) and sale price or insurance value. The Union Galleries take a 25% commission for all sales.

If pedestals are needed, please contact the Galleries Curator to inquire about available sizes.

Please note: the Union Galleries are not able to construct new pedestals if the size you request is not available.

Please submit a resume, artist's statement, and any other supporting literature. The Galleries request a minimum of 2 photographs for publicity purposes. These may be submitted digitally as an email attachment directly to the Galleries Curator or as printed photographs attached to the exhibition application and agreement. The return of photographs cannot be guaranteed. Permission to reproduce images is assumed unless otherwise stated by the lender.

**I understand and agree to abide by all the rules and regulations of the Union Galleries. I further authorize the Union Galleries to accept payment for the sale of the artwork to be exhibited at the price I have established unless I have indicated the works are not for sale.**

Signature of Lender \_\_\_\_\_ Date \_\_\_\_\_

Signature of Galleries Curator \_\_\_\_\_ Date \_\_\_\_\_

For return of artwork at the close of exhibition:

Received by \_\_\_\_\_ Date \_\_\_\_\_  
Signature Print Name

**The Union Galleries**  
**LOAN AGREEMENT**  
 (Attach additional sheets if needed)

Please complete, sign, and return this form to the Union Gallery. Please make a copy for your records.

Artist Title, Year	Medium	Dimensions	Sale Price or NFS	Insurance Value
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Signature of Lender \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_

Galleries Curator Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_