Cultural Arts Gallery @ IUPUI Exhibition Policies and Procedures

I. General Information

a. Location
   The address of the Cultural Arts Gallery is 420 University Boulevard, Indianapolis IN, 46202 and the gallery is located on the first floor of the building in CE 240.

b. Hours of Operation
   The Cultural Arts Gallery is open seven days a week during the academic school year. The gallery is staffed and open Monday through Saturday from 10a.m. to 7p.m, and Sunday 11 a.m. to 7p.m. Winter, summer, and break hours may vary.

c. Staffing Policy
   The Cultural Arts Gallery is managed by a student area manager. The Campus Center Administration Office provides a student staff member to monitor the gallery during the hours of operation. This staff member is trained in gallery policies and is often a student who is a part of the Herron School of Art & Design.

d. Walk Through
   The Cultural Arts Gallery requires all booked exhibitors to visit the gallery before returning the Exhibition Information Form. It is important that the exhibitor understand the layout and dimensions of the space as well as the available resources prior to installing an exhibit. If you have previously exhibited in this space, this requirement may be waived at the discretion of the gallery manager.

e. Policy Agreement Form
   The Cultural Arts Gallery requires the completion of the Policy Agreement Form. Upon signing this form, the exhibitor acknowledges and agrees to abide by the Cultural Arts Gallery policies. Failure to comply with Cultural Arts Gallery Policies will prevent the artist from exhibiting in the gallery in the future, as well as immediate loss of reservation. This form also acknowledges that the Gallery Manager is responsible for the final decision of all layouts and placement of artwork in the exhibit. The Gallery Manager and gallery staff are here to assist you throughout the exhibition process, and will do their best to accommodate your work and ideas to make sure your artwork is exhibited to its full potential.

We have two deadlines for Policy Agreement Form:
- December 1st for Spring and Summer Session I shows (January 1st - June 31st)
- May 1st for Summer Session II and Fall Shows (July 1st - December 31st)

While we do not give priority to artists, we have worked with artists/departments in the past who request a certain month to place the show accordingly.
f. Exhibition Information Form
The Cultural Arts Gallery also requires that each exhibitor complete the Exhibition Information Form. This form will provide the gallery with information regarding the exhibition logistics, exhibition materials and special accommodations. This form must be submitted a month prior to your exhibition date, failure to do so may result in loss of exhibition date.

g. Contact Person
A single contact person/artist is responsible for finalizing exhibitions dates, forms, delivery/transportation of artwork, reception (if wanted) and uninstallation day/time. If a show features multiple artists, the contact person is responsible for informing their fellow artists of the policies.

II. Gallery Resources

a. Electricity
The Cultural Arts Gallery has electricity available for exhibition use. The gallery is outfitted with (8) eight double electric outlets. There are two outlets located in the West Wall, one on the East wall near the window near the back of the gallery, three (3) on the South Wall, and two (2) on the North Wall. There are also one (1) quad double outlets located on the north wall. The Cultural Arts Gallery is not responsible for providing extension cords or other necessary resources needed for use of these outlets.

b. Audio/Visual
Audio technology is available to the Cultural Arts Gallery from the Campus Center upon request. Sound equipment and microphones can be provided by the Campus Center upon request. This equipment will need to be included on the Exhibition Information Form. Videos can be played in the gallery, however the Campus Center does not provide any video technology. Televisions, VCRs, and DVD players must be provided by the exhibitor.

c. Lighting
The Cultural Arts Gallery has a permanent track lighting system installed in the ceiling. This system consists of thirty-eight (38) movable can lights installed on five (5) tracks running from the front to the back of the gallery. These lights can be controlled through four (4) preset light settings controlled through a wall panel. Each exhibit will be lit individually by the Gallery Manager, maximizing the available lighting in order to personalize each exhibit as needed.
d. Permanent Hanging System
The Cultural Arts Gallery has a permanent hanging system installed on the North, West and South walls of the space. This system consists of a one (1) inch wide stainless steel track permanently installed seven feet, six inches (7’ 6”) above the floor. From this track, thin lengths of plexiglass with movable hooks attached are hung. These clear plastic rods are available for use in either two foot lengths, 3 foot lengths or four foot lengths. If the hanging system does not accommodate exhibition needs, arrangements must be made with the Gallery Manager. Holes may not be drilled, and nails may not be used on gallery walls.

e. Pedestals, Movable Wall, etc.
The Cultural Arts Gallery offers sixteen pedestals of varying sizes and two moveable walls. These items must be requested in the Exhibition Information Form, as they may be loaned out for events within the building and cannot be guaranteed, unless requested in the exhibit contract.

f. Tables & Easels
The Cultural Arts Gallery, as an entity of the IUPUI Campus Center, does have access to two (2) square tables and aluminum telescoping easels. These items are available upon request.

III. Exhibition Logistics & Gallery Policy
a. Exhibit Arrival/Departure
The Cultural Arts Gallery Manager will arrange the dates and times that the exhibit will arrive and depart with the artist. Typically artwork in installed the first Saturday of the month and de-installed on the last Friday. The Cultural Arts Gallery has limited access to small wheeled carts that can be used to assist in this process. The gallery team members can assist you with the wheeled carts and small pieces. If you have artwork larger than 20lbs, you must bring your own assistance.

b. Parking
Vermont Street Garage (Pay Lot)
Please park on the 3rd floor of the Vermont St. Garage when unloading artwork. This is a pay garage. This garage is attached to the Campus Center, and the 3rd floor of the garage leads directly to the 2nd floor of the Campus Center. This is the easiest method to load artwork into the gallery, as it requires a direct link to the Campus Center.

Loading Dock
If you are using a moving-van or large vehicle that will not meet garage height clearance, please notify the Gallery Manager as soon as you know you will be needing a large vehicle so that loading dock permission can be obtained. The loading dock is free to use, but there is a one hour time limit. It is also uncovered and subject to rain and inclement weather.
Lot 80 (15 Minute Unloading Zone)
Lot 80 is located on the South side of the Campus Center and there are spots located on the east side of the lot for 15 Minute Unloading Parking. If you have an EM IUPUI Parking Pass, those are accepted in the lot too. This lot is uncovered and subject to rain and inclement weather.

c. Storage
The Cultural Arts Gallery has a small storage space in the back of the gallery. If storage is needed the week prior to the exhibition this can be arranged with the Gallery Manager. Storage needs must be noted on the Exhibition Information Form. Due to limited space artwork may not remain in the gallery after the de-installation except on an emergency basis.

d. Multiple artist exhibit
In an exhibit featuring more than artist, one person must be appointed as the main contact for the exhibit. All artwork needs to be dropped off at one time and picked up at one time unless otherwise arranged with the Gallery Manager. Individual multiple artwork drop-offs cannot be accommodated, and will not be accepted, unless cleared with the Gallery Manager upon return of Exhibition Information Form.

e. Hanging Preparation
Unless otherwise arranged, The Cultural Arts Gallery requires that work is framed and ready to install using our permanent hanging system upon arrival. This means frames must be equipped with wires the can be used to suspend the image from the hooks used in our hanging system. The Gallery Manager reserves the right to reject work that does not have the proper hanging system.

f. Insurance
The Cultural Arts Gallery does not provide any exhibition insurance for exhibitions housed in the gallery. Upon signing the Exhibition Information Form, the exhibitor acknowledges that the exhibition is not insured by the Cultural Arts Gallery during its stay in the Campus Center, and damages incurred are at full expense of the exhibiting party, not the IUPUI Campus Center. That said, the gallery is fully staffed during operating hours, and locked after hours. Artwork handling will be conducted with utmost respect following proper artwork handling procedures.

g. Labels
The Cultural Arts gallery provides labels for all artworks unless otherwise noted. Please complete and return the emailed label sheets one week prior to the exhibition.
h. Artwork remaining in the space for the entirety of the exhibit
Artwork is not to leave the gallery once it has been installed without consent of Gallery Manager. If you have arranged a sale, or want to trade out artworks within the space, you must have Gallery Manager’s prior approval. Since the gallery staff are not always familiar with whom the exhibiting artist is each month, we enforce this policy for the safety of artwork not ‘walking out’ of the space. If you are the contact for a multiple artist show you are responsible for passing this information to all involved.

IV. Events
a. Reception Policy
   Exhibition Opening and Closing receptions can be held in the Cultural Arts Gallery during regular gallery hours. Receptions must be noted in the Exhibition Information Form and arranged through the Gallery Manager. These events will be publicized along with the exhibition, unless a private event is requested.

b. Food Policy
   All receptions open to the public must follow our outlined food policy. IUPUI Food Services, Coca Cola USA, and Canteen Vending are the only approved food service, catering, and beverage providers for IUPUI and the Campus Center. Event sponsors will receive a separate billing for any food/beverage expenses directly from IUPUI Food Services. Food and beverages from other sources may not be brought into meeting rooms or other event spaces in the Campus Center. To make arrangements for catering contact 274-7566, www.food.iupui.edu or catering@iupui.edu.

   Exemptions do apply for the following situation for events with food costs that are under $100. All the food under $100 must be pre-packaged, pre-approved food and beverages which the Gallery Manager can provide assistance in gaining approval.

   If you wish to hold a closed, non-publicized reception, you can do so with your own choice of food and beverages under $100.

c. Educational Events
   Educational events based upon Cultural Arts Gallery exhibitions are both permitted and encouraged! The Campus Center houses sixteen (16) meeting spaces that can be reserved for such events. The Cultural Arts Gallery can be used during regular gallery hours as well. Arrangements can be made through the Campus Center Event Services and the Gallery Manager.

V. Exhibition Marketing
a. Posters
   The Cultural Arts Gallery will provide two (2) 22x 28 inch signs for our metal sign holders and one (1) 8.5 x 11 inch sign for the door. We recommend that you provide a title for your exhibition and a few high quality pictures that we can use in the creation of the poster.
b. Website
The Cultural Arts Gallery asks that the exhibitor provide photographs of artworks that will be featured in the exhibition page of the website. One can visit the website at: [http://campuscenter.iupui.edu](http://campuscenter.iupui.edu).

c. Exhibition Information Handouts
The Gallery Manager will create a handout including information about your exhibit as well as listing reception dates and exhibit dates. We provide these handouts free of charge.

d. Community Marketing
The Gallery manager will submit publicity for your exhibit to the Indianapolis Star, Nuvo, CAGCC website, CAGCC Facebook, Jagnews, JagTV, and Campus Center electronic signage.

e. Self-Promotion
We welcome your business cards and exhibit postcards to distribute on the gallery handout desk for the duration of your exhibit.

VI. Sales
a. Sales Policy
The Cultural Arts gallery does not take a commission on any work of art, however the artist is responsible for all sales, as student staff and Gallery Manager are unable to take money in this space. Interested patrons will fill out a purchase information form providing their contact information, which the Gallery Manager will pass on to the artist. The artist is then responsible for coordinating purchases with the interested patrons.