CAG II @ IUPUI Policies and Procedures

I. General Information
   a. Location
      The address of the Cultural Arts Gallery (CAG II) is 420 University Boulevard, Indianapolis IN, 46202 and the gallery is located on the second floor of the building in a recreational public space in the hallway next to Caribou Coffee in four display cases.

   b. Hours of Operation
      The Cultural Arts Gallery II is open seven days a week during the academic school year. The hours are in coordination with regular Campus Center hours, Monday through Saturday from 7 a.m. to 11p.m, and Sunday 11 a.m. to 11p.m. Winter, summer, and break hours may vary.

   c. Policy Agreement Form
      The CAG II requires the completion of the Policy Agreement Form. Upon signing this form, the exhibitor acknowledges and agrees to abide by the CAG II policies. Failure to comply with CAG II 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. 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.

   d. Exhibition Information Form
      The CAG II 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 two months prior to your exhibition date, failure to do so may result in loss of exhibition date.

   e. 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. Display Cases
      The CAGII consists of four 4” deep metal reinforced glass cases that measure 53” x 27” (46” x 23” viewable).
b. Hanging System
The CAG II has a hanging system that can consist of two methods of hanging. This includes magnet tacks and pushpins. Neither of these methods damages the pieces. **Holes may not be drilled, and nails may not be used on display case walls.**

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 an 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. 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. Artwork handling will be conducted with utmost respect following proper artwork handling procedures. The display cases are locked at all times.

f. 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.

g. 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. If you are the contact for a multiple artist show you are responsible for passing this information to all involved.

IV. Exhibition Marketing
a. Posters
The Cultural Arts Gallery will provide two (2) 11x17 inch signs for the exhibition that will be hung outside of the display cases. 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://life.iupui.edu/campus-center/.

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 main gallery handout desk for the duration of your exhibit.

V. Sales
a. Sales Policy
   The CAG II 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.