The Student Union Art Gallery
Florida Atlantic University
University Center
777 Glades Road
Boca Raton, FL 33431
(561) 297-3730

The Student Union Art Gallery functions as an integral part of the Florida Atlantic University community. Since 2006 the galleries have served the community by exposing students and employees of Florida Atlantic University and off campus visitors to original art by regional and national artists.

The Student Union building is one of the busiest buildings on campus. The Student Union Art Gallery provides traditional and alternative spaces to exhibit art with high exposure.

The Gallery Curator and the Exhibitions Committee choose exhibitions based on proposals submitted by Students, Faculty and Alumni of FAU. Proposals for exhibitions are accepted on an ongoing basis throughout the academic year.
APPLICATION
The Student Union Art Gallery (“Gallery”) requests an entry fee of $10.00 for proposals, payable by check or money order to the Florida Atlantic University Board of Trustees (“University”). Applicants and invited exhibitors are asked to submit up to 10 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 Student Union Art Gallery takes a 20% donation from sales through the Gallery. If works are not for sale, please mark “NFS”. If work is sold before agreed time is over, work must remain on the gallery wall, or be replaced with comparable work.

INSURANCE
Florida Atlantic University does not provide insurance coverage for damage or theft on artwork exhibited in the Student Union Art Gallery, unless specific arrangements are made with the University. Those exhibiting in the alternative spaces need to be aware of the open and relatively unguarded conditions that exist in these spaces.

SHIPPING/TRANSPORTATION OF ARTWORK
All artists exhibiting in the Student Union Art Gallery have sole responsibility for transporting their artwork to and from the exhibition, unless other arrangements have been made with the Gallery Curator. The Gallery 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 30th day after the close of the exhibition shall become the property of the University and may be handled, stored or disposed of in the University’s sole discretion.

EXHIBITION OF ARTWORK
Artists are encouraged to participate in the installation of their work when possible. Please contact the Gallery 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 Gallery 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 Student Union Art Gallery reserve the right to refuse any artwork that is too fragile, improperly prepared for exhibit, or overvalued. It is agreed by the artist that the exhibition will remain on display for the entire scheduled time.

1 If the University agrees to provide insurance, the insured value of each item must be clearly designated to the University prior to the exhibition start date.
ANNOUNCEMENTS
Exhibition announcements shall be created by the Student Union staff, unless otherwise agreed upon. Any announcements created by the exhibitor will be used only with prior written approval of the Gallery 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 Gallery Curator. The reception food must be catered by Chartwells Catering Service. Alcohol is not permitted at any reception.

MISCELLANEOUS
These terms and conditions shall be governed by the laws of the State of Florida. ● Artist agrees to comply with all laws of the United States and of the State of Florida, the rules, regulations and policies of the University, and any applicable municipal or county ordinances. ● These terms and conditions are personal to the Artist and may not be assigned in whole or in part by Artist. ● Artist expressly waives all rights, claims and demands, and forever releases, discharges and holds harmless the Florida Atlantic University Board of Trustees, the Florida Board of Governors, the State of Florida, and their officers, agents, volunteers and employees (collectively “the FAU Parties”) from any and all demands, claims, actions and causes of action arising from any cause whatsoever and arising directly or indirectly out of the exhibition, whether caused by Artist’s action or negligence or the action or negligence of the FAU Parties or any third parties. ● Artist agrees to indemnify and hold free and harmless, and defend the State of Florida, the Board of Trustees, Florida Atlantic University and their officers, employees and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, including attorneys fees, which in any manner directly or indirectly may arise or be alleged to have arisen, or resulted or alleged to have resulted from the presence, activities and promotions of every kind and nature of Artist or its officers, employees, agents and contractors, in connection with its exhibition, specifically including claims for infringement or misappropriation of a copyright, patent, trade secret or other third party proprietary right. ● The University makes no representations or warranties about their condition or fitness or use for a particular purpose of the Student Union Art Gallery. Artist accepts the use of the Gallery on an “as is” basis.

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

Please sign and return to Sue Stevens•Galleries Curator•University Center •Florida Atlantic University•Boca Raton, FL 33431 • (561) 707-8662.

______________________________
Artist’s Signature

______________________________
Date
EXHIBITION AGREEMENT

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

Name________________________________________________________________________

Artist’s name as it should appear on gallery labels, publicity, and signage.

Phone______________________________ Email____________________________________

Address________________________________________________________________________

________________________________________________Zip________________________

Exhibition Title________________________________________________________________

Gallery Location_________________________________________________________________

Dates of Exhibition___________________________Dates of Loan____________________

*Please complete the enclosed loan form including title, media, year, dimensions (HxWxD) and sale price. The Student Union Art Gallery takes a 20% commission for all sales.

*If pedestals are needed, please request a pedestal list and mark selection.

Please note: the Student Union Art Gallery is 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 Gallery requests 2 black and white photographs for publicity purposes. 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, regulations and terms and conditions of the Student Union Art Gallery. I further authorize the Student Union Art Gallery 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 Artist_________________________________________ Date____________

Signature of Gallery Curator_____________________________________ Date____________

For return of artwork at the close of exhibition:

Received by__________________________________________ Date____________

Signature of Artist: ___________________________ Date: __________

Print Name: ___________________________
The Student Union Art Gallery
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.

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Signature of Artist______________________________________ Date____________________
Print Name___________________________________________________________________

Gallery Curator Signature_________________________________ Date____________________
Print Name___________________________________________________________________