

Area Exhibits at the SoFA Gallery

The following fact sheet should assist you in planning your Area Exhibition in the SoFA Gallery. Please contact the Gallery if you have any questions. Phone: 855-8490 Email: sofa@indiana.edu

Coordinating the exhibit:

One to three students exhibiting should be assigned by the faculty in your area to help coordinate the exhibit. Please give the gallery these contact names, phone numbers, and email addresses ahead of time if possible.

Installation Schedule for Area exhibits

Two week exhibits:

Installation of exhibition: Monday, 10 am - 5 pm

Show officially opens: Tuesday, 12 noon

Opening reception: Friday, 7 pm - 9 pm

Show officially closes: Second Saturday, 4 pm

Show removal: Second Sunday, 4 pm

One week exhibits:

Installation of exhibition: Monday, 10 am - 5 pm

Show officially opens: Tuesday, 12 noon

Opening reception: Friday 7 pm - 9 pm

Show officially closes: Saturday, 4 pm

Show removal: Sunday, 4 pm

Installation

Exhibitors are responsible for installing their shows and coordinating the exhibition layout with other exhibitors. It is beneficial to plan exactly how to divide the gallery space between all of the participants. Be advised that you should do this in advance of the show's installation. This will save time as you install and avoid last minute problems.

All objects should be prepared for installation BEFORE the scheduled installation time of the show. All objects should be presented and installed in as professional manner as possible. The Gallery can provide a limited number of wooden pedestal, vitrines, and locking cases. Vitrines can be moved within the Gallery space, but are only handled by the Gallery staff. These must be returned to their original state after the exhibition. Any painting or major alteration of the Gallery facilities or equipment will be by permission only. Because of the poor ventilation system, use of spray fixatives, oil paints, turpentine, and other toxic material are strictly forbidden in the Gallery. Please do all varnishing or fixing of work before transporting your work to the Gallery. The Gallery will provide as many light bulbs and fixtures as possible for each exhibitor. The Gallery staff will handle all lighting.

Labels and Price Lists

On the Monday of show installation, exhibitors are responsible for providing the Gallery with label information and prices (if you wish to sell your work). Each exhibitor must fill out a loan form that will provide the gallery with this information. The gallery will prepare all labels and price lists. Please note that the exhibitors will install the labels, and someone from the area

must be available to put up the labels before the show opens to the public on Tuesday. Price lists will be copied and made available at the desk.

Student work sold in the gallery

The SoFA Gallery will receive a 35% commission for each piece of student work sold while being exhibited in the Gallery. If you intend to sell your work, please adjust your prices to allow for this commission. Gallery staff will be available to assist students in the pricing of their work if necessary. The Gallery staff will collect the payment from the buyer, facilitate transfer or shipment of the pieces to the buyer, and issue a check to the artist.

Show removal

Shows will close on Saturdays at 4pm. The next day, Sunday, exhibitors are to remove their work at 4 pm. Please be considerate of the next group of exhibitors who will be installing their shows on Monday.

Gallery staff will patch holes and do touch-up painting after each exhibition. Exhibitors are responsible for all other aspects of show removal; removing wire, nails, screws, vinyl lettering, labels, returning pedestals to storage, etc. The Gallery staff will check the space on Sunday after each exhibit to make certain the shows have been properly removed.

Reception

The SoFA Gallery will cater each reception. The total cost of the reception will be \$15 per student. This reception cost includes all catering costs, set up, and clean up. A cash bar will be available.

Thank you for taking the time to read this thoroughly. Good luck with your show.