

SurplusGallery

School of Art and Design
Mail Code 4301
Southern Illinois University Carbondale, IL 62901
618.453.7548
sgallery@siu.edu

The Surplus Gallery is a 4000 square feet contemporary exhibition space in the Glove Factory/Studio Arts bldg, on the corner of 432 South Washington and East College. The School of Art and Design at Southern Illinois University Carbondale operates the Surplus Gallery.

Submit all materials online to sgallery@siu.edu. Your digital submission should be at most four megabits in a compressed folder or PDF format. Videos should be submitted via a link to a website, video hosting platform, or an accessible cloud-based service.

Deadline for Submission: MARCH 22, 2024, by NOON for Fall 2024 exhibitions.

Operating Guidelines

1. Once a faculty supervisor is established, the Surplus Gallery is open to all in the arts community to mount exhibitions and conduct arts-related projects. Faculty members from the School of Art and Design are considered supervisors for related events.
2. Students and faculty of the School of Art and Design will be given priority, particularly those individuals fulfilling graduation requirements; all other proposals will be considered based on the availability of time and space. Generally, the Gallery will be scheduled on a first-come, first-serve basis. To maintain professional standards, and when there are more proposals than time slots, a committee composed of the faculty studio area program head, two faculty members, and one graduate student from the School of Art and Design will meet and screen the submitted proposals. A written proposal must accompany all submissions. The proposal must include a description of all works to be exhibited (images are instrumental in determining exhibition spots), the general purpose of the exhibit, and a list of all participants.
3. Criteria for acceptance to be exhibited are the quality of the work, its appropriateness for the Gallery, creative use of the exhibition space, and timeliness of the application. A faculty member must consent to sponsor the exhibition and sign the agreement. Completed applications and proposals should be submitted to c/o **Cybil Johnson** in the Surplus Gallery mailbox in the Advisement office, Allyn Building, room 103.
4. M.F.A. thesis exhibitor(s) should consider the University Museum as their primary site. Only proposals for work that the Committee believes would be inappropriate for the Museum will be considered for the Surplus Gallery. Before submitting a proposal, the student must have approval from their thesis committee. These students may be asked to share the Surplus Gallery with another M.F.A. exhibitor(s).

Policies and Regulations

PROPOSALS: All proposals must be accompanied by 20 images (jpeg or pdf) and a maximum of 3 videos (QuickTime only) no more than 1-2 minutes in length, as well as a clearly written artist (or group) statement, need and intent. All exhibitor(s) must reflect the description submitted in the applicant's proposal, and any departures from the approved proposal must be cleared through the Surplus Gallery Committee.

FEE: A \$50 non-refundable fee and a refundable \$50 deposit (both addressed to SIU) will be assessed for each exhibitor/department/exhibit, except for those involved in a departmental annual show or group show. All fees will go towards the general upkeep and maintenance of the space (paint, spackle, light bulbs, etc.).

GALLERY SPACE: The Gallery must be returned to the state where it was found. Each exhibitor(s) must remove all hardware from the walls and patch and paint all holes. Paint and patch materials will be supplied for basic touch-ups **ONLY** – all other repair materials are the responsibility of the exhibitor(s). You are **not permitted** to paint the gallery walls in any color other than the gallery house white paint. The Gallery also needs to be cleaned, and all materials that do not belong in the Gallery must be removed entirely. All unwanted materials that were part of any exhibit or other event must be removed from the gallery; any work left behind will be immediately disposed of, and the deposit will be forfeited. The deposit will be refunded once the Gallery has been returned to an acceptable condition and following a walk-through inspection by a committee member or gallery assistant. This will be done the Saturday after the exhibition at noon. Any damages or necessary repairs to the Gallery that exceed the \$50 deposit will be considered the full responsibility of the exhibitor(s) causing the damage/repair. If you cancel an exhibit after the date has been approved by the committee and signed by the Chair, you will forfeit your fees. **Any cancellation of an approved exhibition will result in the forfeiture of ALL fees and deposits (total of \$100).**

GALLERY HOURS: Each exhibitor must attend the gallery for ten (10) hours per week, thus maintaining a schedule to keep the space open and accessible to the public. This does not include any office hours held by the Surplus Gallery assistant coordinator or during the reception. The Gallery is only available when the exhibitor(s) is present to watch over the exhibition. The Gallery may always be open and supervised.

GALLERY KEY: The Gallery code used to open the key box (located inside the glove hallway next to the gallery doors) may be obtained from the Graduate Assistant on Sunday at noon before the week of the exhibition dates. The key **MUST** remain in the key box. Most exhibitions are scheduled for receptions on Fridays not lasting more than three hours. On **(Saturday)**, the show must be removed and cleaned up. To keep your deposit, the GA must approve the condition of the gallery by noon. Therefore, clean-up should be finished around 10 p.m. if the GA requires the exhibitor(s) to repair or attend to the “return space requirements.” **Excess of time may result in the forfeit of the exhibitor(s)’s \$50 deposit.** An exhibitor(s) who does not return the key will be held financially responsible for all costs incurred for the replacement, fabrication, and installation of all locks and keys for the Gallery.

PROMOTIONAL MATERIAL AND MEDIA: Exhibitors **must** provide the Surplus Gallery GA with **all promotional material within four weeks of being accepted** as a scheduled exhibitor. If you do not provide your promotional material as requested, your **exhibition will be canceled, and your fee will be forfeited.**

Promotional Materials required:

- high-resolution **.jpg** and **.pdf images** of the announcement flier
- brief synopsis/artist statement of the show
- list of all exhibitors involved in the exhibition
- the 10 hours that you will hold the gallery open to the public in addition to your reception event.

Media:

Exhibitors may be required to appear in a short video or audio recording to be used on our social media platforms, which will promote you and the gallery.

3-5 Q&A interviews in either video, audio or the form of transcription

INSURANCE: The Surplus Gallery does not furnish any materials, props, or insurance for artworks approved for the exhibit. All expenses of any exhibition, including the costs of opening and closing receptions, are the full responsibility of the exhibitor(s).

ALCOHOL: NOT APPLICABLE FOR MOST STUDENT SHOWS. If an exhibitor(s) wishes to serve alcohol at their opening reception:

1. You **MUST** have the faculty supervisor's and the Director's approval before securing the SIU alcohol permit (available at the Director's office, School of Art and Design) and submit it a **month** before the reception date. The form must be submitted to the office manager for the Director when completed.
 2. An additional form covering the guidelines concerning alcohol serving must be filled out and filed with the Gallery Assistant. (Available from the surplus gallery assistant)
 3. You **MUST** comply with Southern Illinois University Carbondale's alcohol policy.
 4. Exhibitor(s) granted permission by the University must have the faculty sponsor(s) remain during the entire reception event.
 5. **ONLY** wine and beer are permitted at receptions, **NO** Liquor. Again, the School of Art and Design Director gives the final approval.
 6. No **outside beverages** may enter the premises during the reception.
 7. Do not permit self-service of alcoholic beverages. You must have a certified, licensed server of at least 18 years old.
 8. Proper Identification must be provided to the server before they serve alcoholic beverages.
 9. Signage must be posted at serving stations indicating license checks and the appropriate year of age.
 10. There must be a **balance** between alcoholic and non-alcoholic beverages at any event.
 11. When serving alcoholic beverages, there **must** be food available.
 12. Service of alcoholic beverages must be discontinued at minimum half an hour before the event is scheduled to conclude.
7. **PEDESTALS: A minimal number of pedestals are available at the Gallery, and exhibitors are strongly recommended to** provide their own. To maintain the high level of professionalism we have established for the Surplus Gallery, any pedestals used in an exhibit must be of a quality deemed appropriate for use by the Gallery Committee. Broken, poorly constructed, or damaged pedestals will not be accepted for use in any exhibit.
8. **LIABILITY:** The School of Art and Design, its faculty, and staff, either separately or collectively, cannot be held responsible or liable for any loss or damage to exhibited items. This includes the entire duration that items are displayed, in transit, loading or unloading, during the installation process, and take-down of the exhibition. The School of Art and Design, its faculty, and its staff will not be responsible for any injury that may arise to the exhibitor(s), viewers, or those attending the exhibition. Exhibitor(s) who wish to carry insurance for their exhibits must do so at their own expense. Any collection or installation that may threaten the health and safety of persons occupying the Gallery space and violates any Southern Illinois University's policies will be removed without notice.
9. **EXHIBITION SLOTS:** You **MAY** be assigned a two-week time slot depending on the exhibition size and group involved. Proposals for one-week spaces are strongly preferred as time is limited. Applicants should expect to share the Gallery with other exhibitors unless otherwise specified. Undergraduate proposals for exhibitions must consist of at least five undergrads per show. All undergraduate exhibitions must be accompanied by the faculty sponsor(s), who must remain on-site throughout the reception. Exhibition dates begin on **Sundays** and end on **Saturdays**. This includes all installation, takedown, and necessary repairs to the Gallery, all of which are the full responsibility of the exhibitor(s). The Gallery must be ready for the next installation by Saturday at noon. **Exhibitions must be open for public viewing by Tuesday** unless otherwise permitted by the Surplus Gallery Committee.

Annual Surplus Gallery Priority Events Scheduling:

1. 1st and 2nd Year Graduate Reviews – Spring
2. Senior Show – Late Spring/Fall
3. BFA Reviews – Mid-Spring/Fall
4. RZ Competition – Late Spring

5. Foundations & Drawing Review – Mid Fall
6. Love at the Glove – Early Fall
7. Art over Easy – Late Fall
8. C4 Annual Juried Exhibition – Late Fall
9. Campus & Community-wide Juried Exhibition – Fall

All who wish to use the Surplus Gallery must agree to work within the policies of the University and its conduct codes, including all fire, safety, and building codes, and the University alcohol policy. The Surplus Gallery Committee and the School of Art and Design have the right to reject any proposal, cancel, or reschedule any event or exhibition whenever it deems such action necessary and appropriate. Any show or installation that may threaten the health and safety of persons occupying that space or violates any Southern Illinois University Carbondale policies will be removed without notice. The School of Art and Design and the Surplus Gallery also reserve the right to deny displaying the exhibition or any artwork. The artist has the right of appeal.

IMAGE RELEASE: I consent and grant permission to the Surplus Gallery, School of Art and Design, and Southern Illinois University Carbondale, its employees, and agents under its authority to create, exhibit, transmit, reproduce, distribute, and otherwise use my name and photographs of me and my artwork in perpetuity in either print or on the internet.

I agree that the Surplus Gallery, School of Art and Design, and SIUC own the images and all rights related to them for promotional and educational purposes. The images may be used in any manner or media without notifying me, such as university-sponsored websites, social networking websites, publications, promotions, television and radio broadcasts, advertisements, posters, and slide presentations.

I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them. I agree and understand that by this consent, the University shall have the right, in good faith, to edit images of my work and me and to make it and any portion thereof available to others in any form and by any means whatsoever including, without limitation, print, videotape, DVD, CD-ROM, FTP access, television & radio, satellite, or over the Internet. In every instance of such use, the artist shall be acknowledged as the creator and copyright owner of the artwork.

I release the Surplus Gallery, School of Art and Design, SIUC, and its employees and agents, authorized to publish and distribute a finished product containing the images, from any claims, damages, or liability that I may ever have in connection with the taking of use of the images or printed material used with the photos.

The Surplus Gallery and the School of Art and Design will not materially or contextually alter the original images without the artist's consent. The artist reserves all rights to the reproduction of the original artworks. The Surplus Gallery is not responsible for the photography and reproduction of artworks by the public during the scheduled time of the exhibit and event.

NOTE: Group exhibitions will require filling out a separate image release form.

All fees, image releases, and event agreements must be signed, completed, and submitted with the proposal application before the deadline. Please direct any questions to the Graduate Assistant, Cybil Johnson, at sgallery@siu.edu

Surplus Gallery, Operating guidelines & policies are subject to change without notice.

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Exhibition and Special Event Agreement

Exhibitor/Event Coordinator _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

List of all exhibitors (use additional sheet if necessary) _____

Faculty Sponsor _____ Telephone _____

Email _____ Department _____

Type of exhibit: MFA Thesis BFA Thesis Annual Event Other

Exhibition/Event title [if appropriate] _____

Proposed dates: _____

Alternate dates: _____

As an artist displaying work, as the coordinator of an event, or as the representative of a group of artists, I have now read the operating guidelines, policies, and regulations. I have read and clearly understand the image release waiver and accept the terms. I know both my responsibilities and the responsibilities of the School of Art and Design during the scheduled time of my exhibit/event and agree to all the terms and regulations stated in the Operating Guidelines, Policies, and Regulations.

Required Signatures

(Please sign and print your name below.)

Artist/Coordinator: _____ Date: _____

Faculty Sponsor: _____ Date: _____

Surplus Gallery Chair: _____ Date: _____

(Alex Lopez, Chair) upon approval by the faculty supervisor and the Surplus Gallery Committee

This page will be attached with image waiver form(s) and alcohol permits & forms if applicable.

Proposal Deadlines

March 22, 2024, by NOON. – Proposals accepted for **Fall 2024** exhibitions.

Submit all materials online at sgallery@siu.edu.