



UNIVERSITY OF
SOUTH CAROLINA

STUDENT GALLERY EXHIBITION APPLICATION

NAME OF ARTIST/ORGANIZER _____

EMAIL/ TELEPHONE CONTACT _____

FACULTY REFERENCE _____

PARTICIPATING ARTISTS (if other than primary artist) _____

DATES REQUESTED _____

EXHIBITION PROPOSAL (please provide a brief description of the nature and scope of the proposed exhibition):

Signature _____

Date Submitted _____

Approved []

Returned for resubmission []

Faculty Advisor Signature _____

(By signing above the Faculty member acknowledges that they take full responsibility for making sure the student(s) show is hung in a professional manner reflecting positively upon the school.)



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PASSAGE GALLERY EXHIBITION CONTRACT

I, _____, will be exhibiting my work in the Passage Gallery at the USC School of Visual Art and Design from Saturday, _____ to Friday, _____.

- I understand that I can begin to install my exhibition at 12 noon on the first day of the start of my gallery reservation dates, and that I will have my work de-installed and the gallery back to its original condition by 12 noon on the last day of my exhibition.
- If I do not install my work within the first 24 hours of my reservation date, I understand that my exhibition slot will be forfeited and given to another student.
- I understand that I must provide all of the hardware and tools that I may need for installing my installation, nails, hammer, etc.
- I understand that I am responsible for returning the gallery back to its original condition, including patching holes and touching up paint. I will provide all of the materials, with the exception of paint or replacement lights, necessary to perform this work.
- I understand that the movable carpeted walls are to remain within the confines of the student gallery at all times, and that I am to not block the entrances in any way as the gallery must remain wheel chair accessible at all times.
- If I have any special exhibition installation requests, such as changing the exhibition space wall color or any other unconventional needs - I will notify Kayla Olive, the Passage Gallery Manager. I understand that any requests must be approved, in writing, PRIOR to my installation.
- I understand that no alcohol may be served at any receptions or events held in celebration of my show in the Passage Gallery proper.
- I also understand that failure to comply with any of the terms within this agreement will result in a \$50.00 fine, payable directly to the School of Visual Art and Design Passage Gallery fund.

Signature _____ Date _____

**Please note: If your exhibition involves more than one artist, each participating artist must sign a contract prior to installation of the exhibition.*



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Passage Gallery: Options and suggestions for Professionally Hanging Artwork

Key Points:

- The show should be consistent. Ideally all artworks should be hung in the same manner and framed in the same manner. This includes any groups of artists sharing a show. Exceptions include but not limited to consistency may be broken for the sake of the artistic concept.
- The show should look professional and not like art was haphazardly put on the walls.

Hanging Guidelines:

- The center of the artwork should hang about eye level.
- Artwork should all align through the center of the artworks.
- Hang the center of groupings of art works at eye level.
- Space artworks out to where there is approximately the size of the artwork in between it and the next piece of art.
- Artworks should be labeled with the title of the work and any other information such as size, medium, artist, price, etc. Labels should all be hung consistently in the same location in relation to each piece of art.
- Show should include artist statement(s) and a title for the show.