

Union Galleries Terms & Conditions

Questions about how to complete this form?

Return completed form to:

Contact:
Carlos Torrejon
Galleries Manager & Curator
(520) 621-6142
su-gallery@email.arizona.edu

Student Union Gallery
1303 E. University Blvd.
P.O. Box 210017
Tucson, AZ 85721-0017

☐ Union Gallery ☐ Kachina Gallery

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

The Student Union Memorial 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 Manager and Curator choose exhibitions based on proposals submitted by Students, Faculty, Alumni and Professionals. Proposals for exhibitions are accepted on an ongoing basis throughout the academic year.

Application

- The Student Union Gallery requests an entry fee of \$30.00 for accepted exhibitions, payable by check or money order to the University of Arizona.
- Applicants, proposals 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.

Insurance

- The University of Arizona does not provide insurance coverage for damage or theft on artwork exhibited in the Student Union 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.

Delivery/Inventory

- All artists exhibiting in the Student Union Gallery have sole responsibility for transporting their artwork to and from the exhibition, unless other arrangements have been made with the Gallery Director.
- Shipped work must arrive no later than one week prior to the exhibition opening.
- Hand delivered work must be delivered no later than 3 business days prior to exhibition opening unless otherwise arranged by the Gallery Manager & Curator.
- 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.
- Artist will clearly identify each work. All works must be labeled on the back with the artist's name, title, medium, and dimensions. Artist will provide an inventory sheet with title, medium, and price at least one week prior to the exhibition opening.

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 Student Union Dining Services. No alcohol will be served at the receptions.
- Unlawful possession, use, or distribution of illicit drugs or alcohol on the Student Union Memorial Center property or as part of any of its activities is prohibited. Signing this agreement indicates that The University of Arizona policy on alcohol has been read and understood.

Installation

- Artists are encouraged to participate in the installation of their work when possible. Any artwork not being installed by original artists must have instructions for, and/or on site direction of, the installation of artwork.
- All two-dimensional artwork intended for wall display must be framed/mounted and have a wire cable or equivalent firmly attached to the back that can be hung from nails.
- Works on paper must be framed, mounted or wired, unless otherwise approved by the Gallery Manager & Curator.
- The Union Gallery walls are wood framed and plaster finished. The Gallery Manager must clear all other adhesives before the work is installed.
- Three-dimensional works should be stable and secure. Artist and Gallery Manager shall agree upon requirements for, and provision of, display pedestals prior to installation of the exhibited artwork.
- 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.
- If the exhibitor discovers a problem during set-up that appears to be overlooked, it must be reported to the Gallery Manager immediately as not to incur a fine.
- The Student Union Gallery must be left completely clean. Fines are incurred if there is any damage to the gallery. If the gallery is damaged during the installation or take-down of a show, the exhibitor will be fined a minimum of \$25.
- The Student Union Gallery reserves 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.
- The Student Union Gallery also reserves the right to review and screen, prior to opening, any exhibition or part thereof that may be deemed inappropriate for public display. The Artist(s) agrees that the judgment of the staff in this regard is final and further agrees not to contest of appeal such judgment.

Announcements/Press Release

- Exhibition announcements shall be created by the exhibitor, unless otherwise agreed upon. Press releases 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 Manager & Curator.
- The artist will be responsible for mailing announcements from his/her own mailing list.
- Any advertising for the promotion of the program, such as newspaper releases, posters, tickets, and handbills must indicate the sponsoring agent. Any advertising or promotion of the event must also be discussed with the Gallery Manager/Curator beforehand.

Sales

Although sales are not stressed, works can be listed for sale. The Student Union Gallery takes a 20% commission from any sales directly resulting from the exhibition even after the exhibit closes. 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.

Terms & Conditions

Artist agrees to comply with all the rules, regulations and policies of the University of Arizona, 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 University of Arizona, the Student Union Memorial Center 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 Student Union Parties or any third parties. Artist agrees to indemnify and hold free and harmless, and defend the Student Union Memorial Center, the University of Arizona 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 of Arizona makes no representations or warranties about their condition or fitness or use for a particular purpose of the Student Union Gallery. Artist accepts the use of the Student Union Gallery on an "as is" basis.

ARTIST NAME (PLEASE PRINT)

SIGNATURE

DATE

MANAGER & CURATOR (PLEASE PRINT)

SIGNATURE

DATE

Union Galleries Space Rental

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☐ **Union Gallery**
☐ **Kachina Lounge**

CONTACT NAME

ADDRESS

EMAIL

CITY

STATE

ZIP

PHONE

Exhibition Space

SPACE	EXHIBITION TYPE:			
	TYPE OF ARTWORK:			
# _____	PRICE PER WEEK*	# OF WEEKS	BEGIN	END

SPACE	EXHIBITION TYPE:			
	TYPE OF ARTWORK:			
# _____	PRICE PER WEEK*	# OF WEEKS	BEGIN	END

FULL UNION GALLERY	EXHIBITION TITLE			
	EXHIBITION TYPE:		TYPE OF ARTWORK:	
	PRICE PER WEEK*	# OF WEEKS	BEGIN	END

FULL KACHINA LOUNGE	EXHIBITION TITLE			
	EXHIBITION TYPE:		TYPE OF ARTWORK:	
	PRICE PER WEEK*	# OF WEEKS	BEGIN	END

*Refer to "Rental Space Price List" for current rental rates. All prices subject to change.

Certification

I understand and agree to abide by all the rules, regulations and terms and conditions of the Student Union Gallery. I further authorize the Student Union 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.

I understand that failure to meet the requirements of this agreement may result in the cancellation of the exhibition and/or fines.

ARTIST NAME (PLEASE PRINT)

DATE

MANAGER & CURATOR (PLEASE PRINT)

DATE

SIGNATURE

SIGNATURE



Photography Release Agreement

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Artist/Organization

CONTACT NAME

ADDRESS

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Event Services

☐

I authorize photographs of all artwork for publicity purposes, including reproduction and distribution to local print and broadcast media.

☐

I authorize photographs of all artwork for reproduction on the gallery's website.

☐

I authorize photographs of all artwork for archival purposes, including reproduction for office records of the gallery's activities.

☐

I authorize photographs of all artwork for educational purposes.

Certification

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.

ARTIST NAME (PLEASE PRINT)

SIGNATURE

DATE

MANAGER & CURATOR (PLEASE PRINT)

SIGNATURE

DATE



Artwork Release & Pickup Agreement

Artist/Organization

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Drop Off

The undersigned agrees to leave the submitted artwork in the gallery for the length of the exhibit. The Student Union Gallery will not be held responsible for any artwork left in the gallery before the agreed upon drop-off dates or after the agreed upon pick-up dates.

NUMBER OF PIECES DROPPED OFF

LOCATION

ARTIST NAME (PLEASE PRINT)

SIGNATURE

DATE

MANAGER & CURATOR (PLEASE PRINT)

SIGNATURE

DATE

Pick Up

I, the undersigned artist, have claimed my artwork on the date below and have found the work to be in the same condition as when it was originally left at the Student Union Gallery.

NUMBER OF PIECES PICKED-UP

LOCATION

ARTIST NAME (PLEASE PRINT)

SIGNATURE

DATE

MANAGER & CURATOR (PLEASE PRINT)

SIGNATURE

DATE



Artwork List

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1 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE
2 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE
3 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE
4 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE
5 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE
6 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE
7 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE
8 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE

9 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE

10 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE

11 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE

12 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE

13 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE

14 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE

15 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE

16 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE

17 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE

18 Title		
ARTIST		YEAR
MEDIUM	DIMENSIONS	SALE PRICE



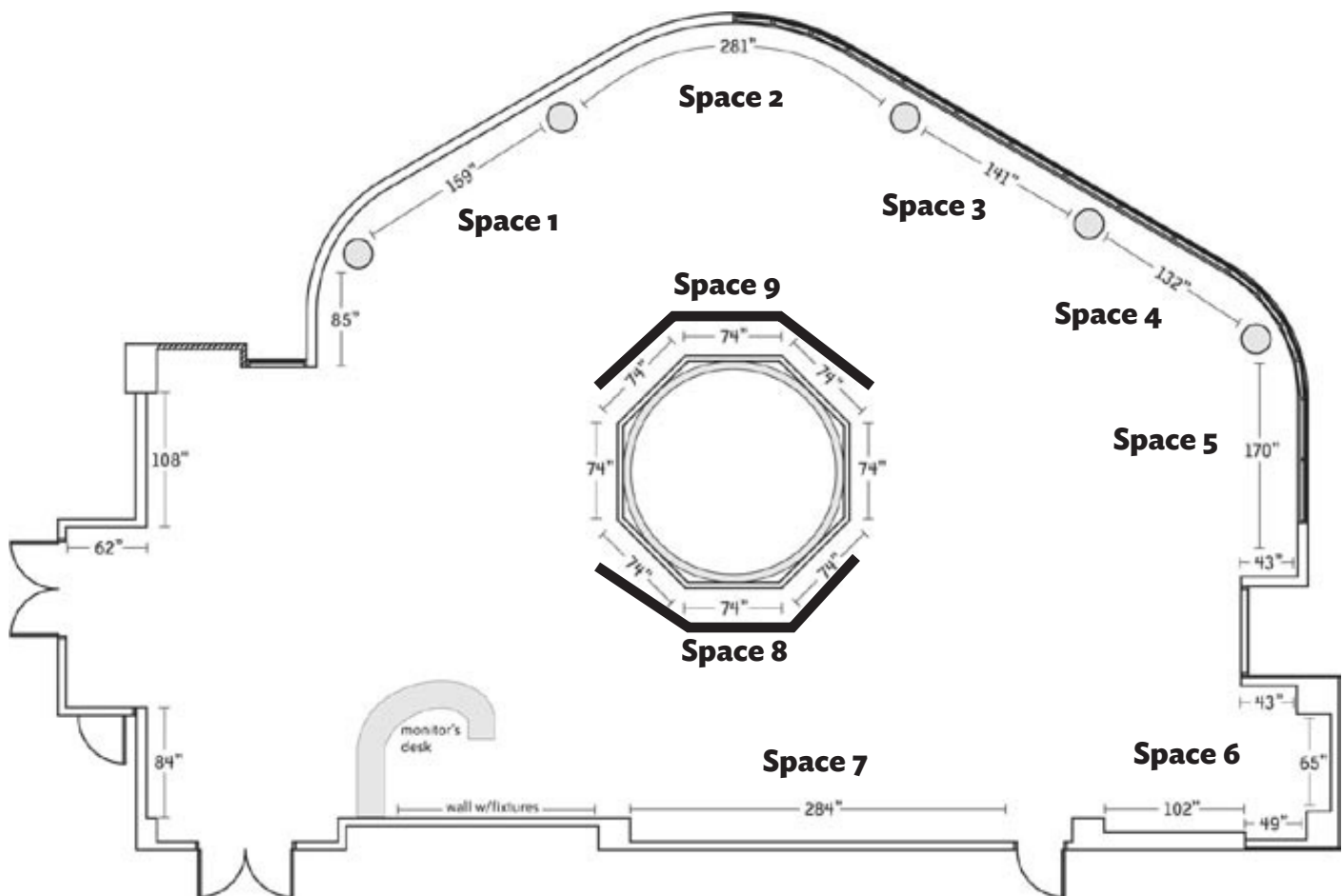
Union Galleries Floor Plan

Union Gallery

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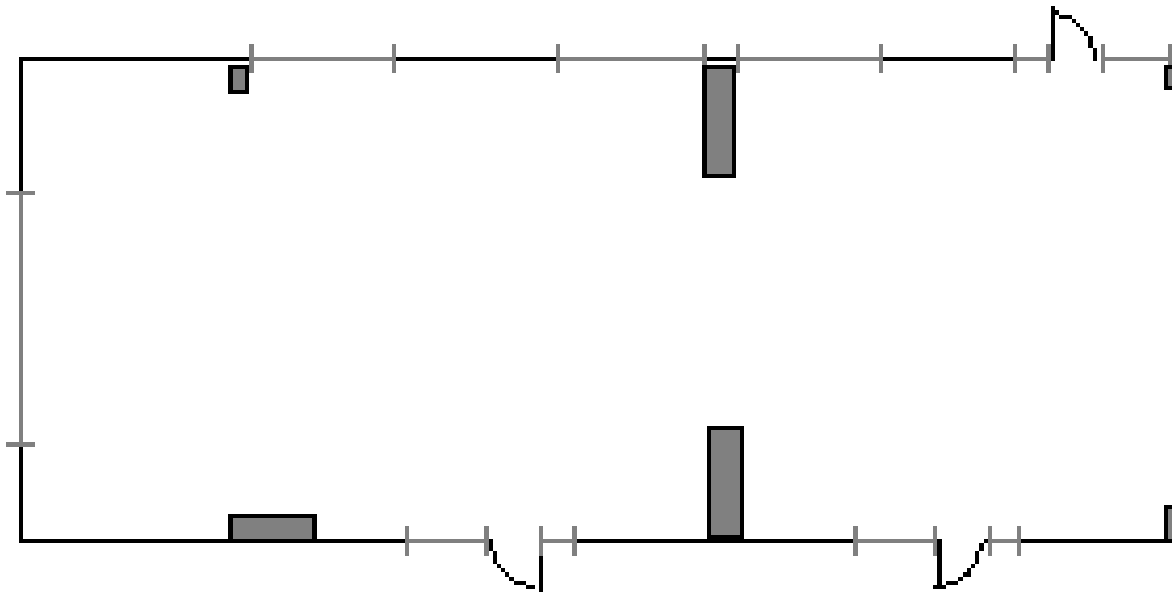
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Kachina Lounge



Union Gallery Rental Space Price List

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SPACES	CAMPUS / STUDENT PER WEEK	NON-UNIVERSITY PER WEEK	CAMPUS / STUDENT 3 WEEK RATE	NON-UNIVERSITY 3 WEEK RATE
1 (Union Gallery)	\$10.00	\$20.00	\$25.00	\$55.00
2 (Union Gallery)	\$15.00	\$30.00	\$40.00	\$85.00
3 (Union Gallery)	\$10.00	\$20.00	\$25.00	\$55.00
4 (Union Gallery)	\$10.00	\$20.00	\$25.00	\$55.00
5 (Union Gallery)	\$10.00	\$20.00	\$25.00	\$55.00
6 (Union Gallery)	\$10.00	\$20.00	\$25.00	\$55.00
7 (Union Gallery)	\$10.00	\$20.00	\$25.00	\$55.00
8 (Union Gallery)	\$15.00	\$30.00	\$40.00	\$85.00
9 (Union Gallery)	\$15.00	\$30.00	\$40.00	\$85.00
FULL UNION GALLERY	\$100.00	\$200.00	\$250.00	\$350.00
KACHINA LOUNGE	\$25.00	\$50.00	\$60.00	\$135.00

All prices subject to change without notice.