

STUDENT ART GALLERIES HANDBOOK

Art Gallery Office

Art Building Room #129

Office Phone: (408) 924 - 4330

E-mail: artgalleries@sjsu.edu

Web: sjsu.edu/thompsongallery

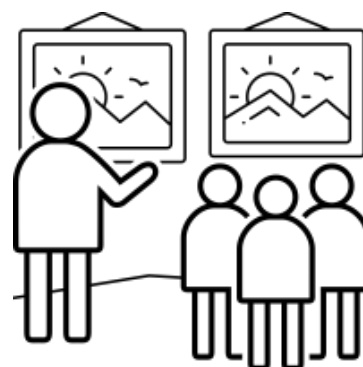
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Welcome to the San Jose State University Art Galleries!

The student exhibition program at San Jose State University is one of the most ambitious and diverse programs in the CSU-system. The Student Galleries include six individual galleries in the Department of Art & Art History that may be used for object-based or process/time-oriented installations, performances, and displays. These are supplemented with numerous display cases, wall areas, and mural spaces that serve as a showcase and educational forum for students, both individually and as part of class projects. With exhibitions changing weekly in the Student Galleries and supplementary display areas, over 200 exhibits of student artwork are presented every year.

The most important allocation of these spaces is to provide exhibition space for BFA, MA, and MFA students to present solo exhibitions in fulfillment of degree requirements. The remaining student gallery spaces are allocated on a first-come/first-served basis for student and class exhibitions. This is an extremely popular program, with an ongoing waiting list of students desiring the experience of installing an exhibition of their work. As these exhibitions are self-curated, they display a wide range of aesthetic, media, and technique by young artists and designers who are pushing the very parameters of what art and design can be; during the opening receptions for the weekly student exhibitions (coordinated with the Tuesday Night Lecture Series), local Bay Area curators often drop by in order to see some of the freshest new work currently being produced.

The Art Gallery office is dedicated to being a valuable resource for students, faculty, and the local community. Your exhibition is a wonderful opportunity to show your work publicly, engage with the art community, and gain hands-on experience as you look forward to a career in the arts. Whether this will be your first exhibition or a senior project, staff members are knowledgeable, friendly, and available to help each artist have a successful experience.

We look forward to seeing your work!

Alena Sauzade, Gallery Director & University Art Collection Manager
alena.sauzade@sjsu.edu

Ashley Elieff, Technical Gallery Coordinator
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Communication

The Art Gallery office is located on the first floor of the Art Building, Room 129. It is open during drop-by hours or by appointment. The drop-by hours vary each semester and are posted on the door of Art 129. These drop-by hours are intended for students who are exhibiting in the galleries to pick up and/or return items. For general inquiries, it is best to email or call to set up an appointment for a 1-on-1 meeting. Please email or call at least 24 hours in advance to schedule an in-person or phone meeting.

Students on the exhibitions calendar will receive gallery correspondence via email. Contracts, liability forms, and photo releases will be signed via DocuSign. Please note that many of the gallery's online resources require you to sign into your [SJSU email address](#) to access.

Location: Art Building, Room 129

Drop-by hours: varies each semester. Please check hours posted on the door of Room 129.

For appointments and general inquiries, email: artgalleries@sjsu.edu

Phone: (408) 924-4330

Student Galleries main contact person: Ashley.elieff@sjsu.edu

Thompson Gallery main contact person: Alena.Sauzade@sjsu.edu

General Art Gallery Information

Number of galleries and display cases

There are six student art galleries and eleven display cases managed by the Art Gallery office. Five of the galleries are in the Art Building and one gallery is in the Industrial Studies building. All ten of the display cases are in the Art Building. A Fee & Cleaning are required to use the gallery spaces.

Types of exhibitions

MFA Thesis

MFA Advancement to Candidacy, followed by public formal presentations

BFA Senior Project

Class exhibitions

Open Gallery Sign-ups

Group exhibitions

Duration of exhibition

All exhibitions are scheduled for one week, Monday - Thursday. Extensions may be granted if there is availability, but this is not always possible or guaranteed. Please contact the office for more information.

Access to the gallery

Art installation usually takes place on Friday evening or during the weekends. Students receive access to the gallery space beginning the Friday afternoon prior to their exhibition week. Students may need special access to the art building on the weekends and after-hours. Student access operating hours are M–F: 7 a.m–10:30 p.m, Sat: 8 a.m–7 p.m. **DO NOT ask FD&O to let you into the building or into your gallery.** Please contact [Bill Alley](#) for submitting an after hours request.

Gallery policies

In order to create a quality exhibition experience and maintain the gallery spaces for all students, each exhibitor must sign a gallery exhibition contract with the Art Gallery office. The agreement between the Student and Art Gallery is as follows:

All artwork will be in compliance with presentation/hanging guidelines.

Artists are responsible for all facets of installation including, but not limited to transporting the artwork, preparing the artwork, hanging/installing the artwork, patching holes made in walls, repainting gallery walls and pedestals, sweeping and mopping the floors.

The student is responsible for and agrees to pay for any damage to the gallery walls or floor incurred during the exhibit of their work and due to improper display hardware or use of materials that are unsafe, unless given express written permission. Examples include but are not limited to: damage to the floor because of heavy art falling or damage to the wall because of hanging devices or artwork materials breaking, spilling or melting onto the wall.

It is the student's responsibility to insure their own work. SJSU Art Gallery is not responsible for ensuring work while on display or being stored.

Prohibited Items

- Weapons
- Fire or candles.
- No flammable or hazardous materials can be a part of any installation or display in the venues.
- Uncontained liquids, this includes water fountains.
- [Foam tape/double-sided tape](#) (it peels huge chunks of paint off the walls)
- [QuakeHold Clear Gel](#)
- Unauthorized paint colors on the walls, floors, ceilings, pedestals, shelves. If you are painting any of the gallery walls, it must be approved by the gallery office staff. **The walls in the Black Gallery are not to be painted any other color.**
- Spray painting or use of aerosols inside (this includes spray mount glue)

- Plastic or metal anchors (all of the walls are plywood backed so you don't need them!)
 - Activity or actions that would cause permanent damage to the galleries
 - Suspending items from the track lighting system
 - Lasers
 - Animal or human objects or fluids (this includes liquid blood, bones, skin, untreated animal hide. Read [IACUC's guidelines for more information](#)) **Please ask office staff for more details.**
 - Dirt or live plants
 - Live animals
 - No food or drink is allowed as a part of an artist's installation or artwork.
1. **Galleries are assigned on a weekly basis** beginning with check-in at 1:00pm the Friday prior to the exhibition week until the Friday morning of the exhibition week.
 2. **All exhibitors must sign a contract and release of liability form with the art gallery office. Cancellations must be given in writing 14 days in advance.** Failure to provide 14-day written notice, and/or repeated last-minute cancellations may result in suspension of gallery privileges or increased exhibition fees.
 3. **Each exhibitor must pay the fee to use a gallery space.** The fee supports the materials and equipment provided by the gallery office. An additional fee of \$20 will be required if any of the following occurs:
 - a. Gallery was not cleaned at check out.
 - b. Damage was done to walls, floor, loaned equipment, lighting, outlets, doors/gates.
 - c. Checking out after 12pm on Friday.

	Fee
Art & Art History majors	\$15 exhibition fee
Class shows for Art majors	No fee
Non-art majors	\$35 exhibition fee

4. **No trading or exchanging gallery spaces.** All reservations and changes to the schedule must be coordinated through the Gallery Office. No exceptions!
5. All student exhibitors must be currently enrolled SJSU students.

6. **Students must complete the gallery walk-throughs with art gallery staff.** This includes inspecting the space together before installation and a cleaning inspection at the end of the week.
 - a. **Initial walk-through:** This is the time to ask questions, note pre-existing damage in the gallery, and pick up items from the storeroom.
 - b. We provide patch-and-paint kits and ladders. Pedestals and shelves are offered on a first come, first served basis. These borrowed items should not be left unattended in the hallways, stored in unauthorized spaces (like classrooms or studios), or removed from SJSU campus. **Lost or damaged items will be subject to an additional charge.**
 - c. **Cleaning inspection** with the office staff before 12:00pm on the Friday of your exhibition week. Students checking out after 12:00pm will be assessed a \$20 late fee.
7. **The student is responsible for all facets of installing and de-installing the exhibition.**
 - a. moving and transport of works of art to and from the gallery
 - b. installation (this includes getting the work ready for display and bringing your own tools);
 - c. organizing the artist reception
 - d. designing, printing, and distributing flyers announcing the exhibition;
 - e. moving all borrowed items to and from our storeroom (e.g. pedestals, shelves, ladders);
 - f. refurbishing/cleaning the gallery space so it is ready for the next student.
8. **The student needs to provide their own hanging hardware and tools.** The Gallery Office does not provide tools or hardware. Shop-certified students may borrow tools from Central Shops with their Tower ID card. You should also come dressed in work clothes, as you may need to do some minor touch up painting, and/or climbing up and down the ladders. Students are expected to take proper precaution when working unsupervised in the gallery spaces. It is strongly advised to have a second person to help.
9. **Students may borrow a table for their opening reception on Tuesday evening by coming to the Gallery office before 5pm.** We do not offer any storage for food or refreshments. Students will be responsible for cleaning and storing the table overnight in their gallery. All tables must be returned directly to the Gallery office by the next day or stored in the gallery until it is possible to return it. **Tables should not be left unattended in the hallway.**
10. **No alcohol to be served at any publicly accessed University function.** Any student found serving alcohol will be reported to the authorities as per University policies.
11. **No items to be suspended from the track lighting system.** It is a huge fire hazard. Any artwork found hanging from the track lighting system will be removed immediately by the office staff. We will not assume any responsibility in re-hanging or storing the artwork. If any damage

to the track lighting system is found, exhibitors pay a fee of \$50. *Please check with the office regarding suspending artwork in the galleries.*

12. **No trip hazards -- All cords, cables, wires, etc., running along the floor must be secured.**
Ask us for gaffer tape (audio cable tape) which is durable, heat resistant, and easy to remove with no damage to our gallery floors.
13. **Students acknowledge that their artwork will be displayed without insurance** as the Gallery office does not offer coverage for any exhibitor in the student galleries. Students will assume the entire responsibility of securing all valuables, especially electronic devices, in order to discourage theft. If possible, arrange to have gallery hours when you are able to gallery sit. All works of art or materials left in the galleries or display cabinets past the check-out time are subject to immediate removal.
14. If you lose your gallery key, you must let us know ASAP. **DO NOT ask FD&O to let you into the building or into your gallery.**

Gallery Check-in Process - What to Expect

Please allow at least 15 - 20 minutes for the check-in process.

- 1) Come to the Art Gallery Office (Art 129) during your check-in appointment time.
- 2) The Art Gallery office staff will verify that the contracts have been signed
- 3) Pay the exhibition fee with cash (exact change) or a check made out to SJSU Art Gallery.
- 4) Provide a copy of the exhibition flier (8.5"x11" or smaller), and we will hang it in our display case.
- 5) Go to the storeroom with Art Gallery office staff to:
 - a) Watch a live demonstration of how to adjust the track lighting.
 - b) Learn how to spackle holes and repaint the gallery walls.
 - c) Pick up the patch-and-paint Kit which includes all the materials for patching and painting the gallery walls, shelves, and pedestals.
 - d) Borrow pedestals and shelves. Each artist will also receive one ladder for installation. (See the *Pedestal/shelves inventory* in Additional Resources)

***Note:** Pedestals and shelves may **not** be repainted another color.



- 6) Walk-through the gallery space with a staff member before receiving the keys. Indicate any pre-existing damage to the gallery staff to note on the check-in form. Once you're checked in, you can begin installing the artwork.

Other items we offer:

1. [Map of the Art Galleries](#)
2. [Gallery Floor plans](#) This blueprint provides the exact dimensions of your gallery, the height of the walls, number of light fixtures, and the location of electrical outlets in the space.
3. **Patch-and-paint kit** This kit includes all the materials needed to fix holes in the walls and repaint the gallery.
4. **Ladder** Each gallery is pre-assigned a fiberglass ladder that corresponds with the height of the track lighting. Each ladder is rated for 225lbs.
5. **Pedestals and Shelves** Offered on a first come, first served basis. For exact dimensions available, please see additional resources. These items are not to be repainted another color or removed from SJSU campus.
6. **Cleaning supplies** Broom, dustpan, mop, bucket, simple green solution
7. **Misc. supplies:** extension cords, power strips, audio tape (gaffer tape).

Preparing for an Exhibition

Publicity and Marketing

Exhibition flyers are important for promoting your show and can be a takeaway item for visitors. It usually includes an image of the work, artist's name, and venue. Don't forget to list the address, exhibition dates, and reception times.

You can create flyers as a simple text document, or design your own and have them printed by a third-party service. Anywhere from 25 - 100+ flyers are recommended. It's also a good idea to create a digital version of the flier, either as a JPEG or PDF format, for sharing online.

The Gallery Office will help to promote artists by posting flier announcements in our display cabinet during the week of your exhibition. We will submit information about artist receptions across our social media outlets. Remember to bring us a printed copy the week before your show opens. Our display cabinet can accommodate flyers size 8.5"x11 inches or smaller.

Artist Receptions

Exhibitors are encouraged to host an artist reception on Tuesday evenings from 6:00pm – 7:30pm. Light fare and refreshments are usually served, but not required. Music may be played at a reasonable volume inside the galleries. Please consider that many classes still occur during reception times.

You can borrow one table for your artist reception on Tuesday evening. We do not offer tablecloths or any storage for food or refreshments, so please plan accordingly. You will be responsible for cleaning and storing the table overnight in your gallery. **All tables must be cleaned and returned directly to the Gallery Office Staff by the next morning.**

Installation

This is an opportunity to have complete control over how you want your artwork to be viewed. Try to prepare the artwork ahead of time and think about how you want to use the gallery space to guide the viewer.

Two-dimensional works of art can be mounted in several ways depending on your budget. Prepare your framed 2-D work in advance: install D-rings, screws, sawtooth hooks, and/or wire on the back of the work prior to check-in. If you're unable to mat and frame the work, there are other options you could try.

Artists have used binder clips on nails; magnets attached to a steel screw; push-pins or silver T-pins; clips along a steel cable wire; or museum putty. It really depends on your preference and personal aesthetic. **Remember: no double-sided tape or foam tape allowed.** It peels a huge chunk of paint off the walls when removed.

Sculptures and 3D works of art require a different kind of preparation. Consider if the piece will sit on a shelf, hang on the wall, or sit on a pedestal. What height would be best for viewing? Do you want a uniform look or varying heights? We have a variety of shelves and pedestals offered on a first-come, first served basis.

You may want to build your own shelves or pedestals if we don't have something to suit your needs. Plan your time accordingly if you are building your own shelves, or touch-up painting the borrowed pedestals. Feel free to stop by the office ahead of time to check out the inventory.

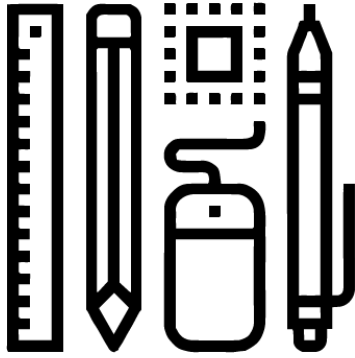
Digital media pieces may require a laptop, mini computer, electronic components, and/or video projector. We don't provide any of that electronic equipment, but we do offer a custom shelf intended for use with video projectors. It has pre-drilled holes for wires and cables. We suggest that you hang the shelf up high in the gallery, and secure the electronics to avoid any theft of equipment.

All cords on the floor must be taped over, and duct tape often leaves a sticky residue that can't be removed. Please ask us for a roll of Gaffer tape if you cannot avoid running cords on the floor. Gaffer tape, or audio cable tape, is designed to be durable, heat resistant, and easy to remove. It's worth its weight in gold, and is often used in theater, photography, film, and staging productions.

Electrical outlets are located in each gallery, although some galleries have more outlets than others. We have a few extension cords and power strips. Refer to Gallery Floor Plan for exact outlet locations in each gallery. Please inform the gallery office of any special installation needs.

Hardware & Tools

What to Bring for Installation



1. Tools and Hardware: Drill, hammer, Screws/Nails/Hanging hooks, Level, Blue tape (for marking on the wall), Pencil, Paper
2. Artwork: Ready to hang, Electronics Tested, and/or Sculptures matched with appropriate sized displays
3. Friend (*Optional*): familiar with tools, can help hang artwork, hand you things on the ladder, and provide moral support

Hanging Work at Eye Level

Once you're checked-in, feel free to unload your artwork and begin arranging the work in the gallery space. 2D framed works of artwork are usually hung with a midpoint between 56 - 60 inches. In other words, to be considered eye-level, the center of the artwork should measure between 56 - 60 inches from the floor.

Lighting the Gallery

Each gallery is allotted a maximum number of light fixtures based on the capacity of the track system. **Do not add any additional light fixtures and overload the track system.** Unauthorized light fixtures or lightbulbs are NOT allowed. Do not attach anything to the light fixtures other than cinefoil. It may damage the pre-existing light fixtures and/or cause an electrical hazard.

IMPORTANT: ABSOLUTELY NOTHING HANGING FROM THE TRACK LIGHTING. It is a huge fire hazard, and we will remove your artwork if we find anything hanging from the track lighting. Please contact us if you need help with suspending works of art.

All student exhibitors will receive a live demonstration of how to adjust the track lighting. Use an extra towel or cloth to adjust the light fixtures and avoid burn injuries.

Remember: Do not touch the inside of the electrical track
Do not force a light fixture into the track system

Do not pull, hang, or apply unnecessary pressure to the track system

Artist Statements and Wall Labels

Artist Statements should be a general introduction to your work, a body of work, or a specific project. An effective statement reaches out and welcomes people to your art, no matter how little or how much they know about art to begin it. Consider asking yourself these questions:

What am I doing? How am I doing it? Why am I doing it? What influences me most? How does my art relate to the art of my contemporaries? What do I want others to understand about my art? Am I unwilling to discuss any aspects of my work? If so, why?

Ask a trusted colleague or professor to proofread your statement. Allow yourself the time to draft and edit your artist statement. There are many online resources to help artists brainstorm and write their statements. Remember, keep it simple and discuss your understanding of your process and ideas.

Senior Project Signage:

MFA and BFA students are required to post additional signage in partial fulfillment of their degrees. A sample of this text can be found in the [Additional Resources](#) section.

Wall Labels

You may want to create wall labels to provide additional details about the works to visitors. There are many stylistic choices and options for labeling your work, though each label should let the visitors know the following:

- The artist's name
- The title of the work
- The year it was created
- The medium of the work
- The size of the work
- The value of the work (optional)

There is no single standard format. You can print the text onto adhesive labels and stick them onto mat board or foam board, then using a ruler and exacto knife, cut the edges away for a clean look. These labels are usually hung between 42 - 46 inches in height, depending on the height of the artwork. Some artists prefer to create a map of the gallery if you want to keep the walls around your work entirely clear of information or distractions. Use a floorplan of the gallery, number your works, and provide a corresponding list with the relevant information.

Gallery Check-out Process

Cleaning Procedures

All galleries need to be turn-key ready for the next exhibitor no later than 12pm on Friday of your exhibition week.

By agreeing to exhibit in the student galleries, you have also agreed to return the gallery space to its original condition. This means that holes are patched, walls are painted, and the floors are swept and mopped. The paint and floor should be dry before checking out. All borrowed items are returned to the storeroom. All gallery check-outs must be done in person, or by approved student proxy. It is entirely your responsibility that the gallery is restored to its previous condition.

Check-out. Any gallery checkouts past 12pm will be considered late, and the student exhibitor will be charged a \$20 late fee.

Clean-up Checklist

Plan your time accordingly, and complete the following Clean-up Checklist to ensure you are not charged additional fees.

- ☐ Remove all artwork from the gallery and hardware from the walls.
- ☐ Patch all holes in the walls with spackle (about 20-25 minutes to dry completely)
- ☐ Sand the spackle until smooth and even with the rest of the wall. If needed, use the carriage bolt to knock down any bumps or raised edges.
- ☐ Paint over spackle with Gallery paint. Remember to feather, or soften, the edges of the paint so it blends in with the rest of the wall. Wait 20 - 30 minutes for the paint to dry, then check if another coat is needed.
- ☐ Touch-up paint the book pedestal, any other borrowed shelf/pedestal, and scuffs/marks on the walls. Make sure to check the baseboards for shoe prints, scratches, etc.
- ☐ Return borrowed shelves and pedestals to the storeroom after touch-up paint has dried. Do not leave borrowed equipment in the hallways. Ask the office staff to open the storeroom for you.
- ☐ Replace burnt out light fixtures with new light bulbs. Return all light fixtures to the track system in the "On" position. Report all broken fixtures to the office staff. Position all light fixtures to evenly illuminate all four walls.



- ☐ Sweep the floors thoroughly including all the corners of the room and underneath the book pedestal.

For Gallery 5 and Black Gallery ONLY: Use Bona Mopping solution and Special Mop to clean the floors.

For All Other Galleries: Fill up the bucket in the restroom or Woodshop. Add the simple green mopping solution to a full bucket of water. Mop the floors in the gallery. Wait for floors to dry before checking out.

Checking-Out with Gallery Staff

- ☐ Make an appointment with gallery staff to check out. Do not wait until 11:59am to begin the checkout process. The final walkthrough takes at least 15-20 minutes, and any checkouts occurring after 12pm will be considered late.
- ☐ The office staff will walk through the gallery with you, and inspect the condition of the gallery. You will be notified of any issues in the gallery, **and if time permits**, you may have a chance to address those issues. Any disagreements with their assessment may be brought to the Gallery Technical Coordinator's attention, who will make the final decision about the condition(s) of the gallery.
- ☐ Return the gallery key and/or lock(s) to the office staff. Return all other borrowed items to the storeroom.

Frequently Asked Questions

Can I reserve a gallery by email or over the phone?

We do not take reservations over the phone. You can email us or stop by the office during open hours to see if there are any available galleries after the semester starts.

Can I sign-up for a friend who is out of town?

No, all students must reserve a gallery in their name. If you are doing a group show, please choose someone as the representative to be in charge of the gallery. This means they are responsible for holding on to the key, being knowledgeable about check in and check out times, and rules about the gallery. No trading or exchanging gallery spaces with other exhibitors.

Can I sign up for multiple galleries at once?

Yes, you can reserve a max of three galleries during the early gallery rental applications, before the start of the semester. After the semester starts and the available galleries have opened, you are welcome to rent more.

Can I have someone else check in/check out the gallery for me?

No. If you have an emergency and can not check in/check out, please contact the gallery office to make arrangements.

Do I need to make an appointment to check-in/check-out of my gallery space?

Yes. This is usually a **15-20 min time slot** that is confirmed by the Gallery office staff once you email them with your choice of slot. This is done only to allow a fair amount of time for each student to complete the check-in/check-out process with the Gallery Assistant.

What do I do if I am late to check-out?

Please contact the gallery office and let the staff know. Usually, there is a \$20 fee for a late check-out.

If I need to check out of the gallery before Friday, how can I complete my check out process?

Please contact the gallery office if you need to check out early. We will make accommodations.

How do I get into the building after-hours to install work?

We strongly encourage you to install the work immediately after check-in, rather than waiting to work late at night or over the weekend. There are more resources available during the weekdays and for safety reasons, it's best to work when there are other people around. Student access operating hours

are M–F: 7 a.m–10:30 p.m, Sat: 8 a.m–7 p.m, no Sunday access. After-hours access is only granted via application through the Art Department (Art 116) or Design Department (Art 120).

Do you lend out tools, hardware, or electronic equipment?

The Gallery Office does not provide any tools or hardware. Students that are wood-shop certified can borrow tools with their Tower ID. We do not have electronic equipment (like projectors or laptops). The MLK Library and the IRC has limited equipment like projectors and laptops for student use. Reservations must be made on their website. Plan ahead: bring your work ready to hang or ready to be displayed.

Can I repaint the gallery walls another color?

Yes (any gallery but the Black Gallery), BUT.... you must submit a proposal and get approval from the Art Gallery Office at least **2 weeks in advance**. You will need to supply all the materials yourself, and plan on cutting your exhibition time short in order to properly repaint the gallery back to its original condition. For more information, stop by the Gallery Office to make an appointment and submit a proposal. **NOTE: Pedestals and shelves may not be painted another color.**

Can I use double-sided tape or any other kind of tape?

No, as it will peel off the walls. Please read the handbook carefully to avoid such mistakes.

When can I open my gallery to the public?

Typical viewing hours are 10am-5pm during weekdays, and Tuesday evenings from 6-8pm, but it depends on your schedule and availability. You are responsible for opening and closing the gallery. If possible, make arrangements with a trusted friend who can help open and close the gallery for you.

Where can I park to unload my artwork?

There are three 20-minute parking spots behind the Art Building. Enter through the driveway off 10th street (one way street) between San Antonio and San Carlos. You will need to re-park your car after unloading, or risk a parking citation. Street parking on San Fernando Street is available for access to the Industrial Studies building and Herbert Sanders Gallery.

Can I put up posters around campus promoting my show?

Postings are allowed only on "General Use Bulletin Boards", which are typically located in the hallways of most campus buildings. These boards can be cleared once a month by representatives of the relevant college or school. No postings on permanent fixtures like building signage, trees, light poles, utility poles, newspaper racks, or other campus structures (e.g., benches, art, fences, etc.). Postings should avoid disrupting the functionality or aesthetics of the campus, which is why they cannot be placed on landscape furnishings, sculptures, or refuse/recycling containers.



Art Gallery on Google maps <https://g.page/sjsuartgalleries?share>

Additional Resources

Vendors List:

Here is a partial list of vendors that are close to SJSU

General Supplies	
Ace Hardware 787 The Alameda, San Jose, CA 95126 (669) 342-7003	Tap Plastics 1212 The Alameda, San Jose, CA 95126 (408) 292-8685
Aura Hardwood Lumber 620 Quinn Ave, San Jose, CA 95112 (408) 275-1990	Home Depot 2181 Monterey Rd, San Jose, CA 95125 (408) 971-4890
Michael's Arts & Crafts 561 Coleman Ave, San Jose, CA 95110 (408) 975-9371	DickBlick 5301 Broadway, Oakland, CA 94618 (510) 658-2787
Vinyl Lettering & Paint	
SignsNow Vinyl Lettering 1450 Koll Circle, Suite 102, San Jose, CA, 95112 (408) 288-9008	Sherwin-Williams paint 850 The Alameda, San Jose, CA 95126 (408) 299-0205
Printing Services	
Maple Press 330 S 10th St #200, San Jose, CA 95112 (408) 297-1000	AS Print & Technology Center Student Union (408) 924-6976
On Campus Resources	
Instructional Resource Center IRC 112 (408) 924-2888	AS Print & Technology Center Student Union (408) 924-6976

Senior Project Signage:

MFA and BFA students are required to post additional signage in partial fulfillment of their degrees. Please find a sample of the required signage on the following two pages.

You will need to enter your own Name, Exhibition Dates, and Advisory Committee Members. Use a 14-point font and preserve the formatting of the sample text. Print on 8.5 x 11" letter size paper.

See templates on the following pages.

(BFA Exhibition Signage)

THIS CREATIVE PROJECT IS
PRESENTED TO
THE FACULTY OF THE DEPARTMENT OF ART & ART HISTORY
SAN JOSÉ STATE UNIVERSITY

IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE DEGREE
BACHELOR OF FINE ARTS

(YOUR NAME HERE)

(YOUR SHOW DATE HERE)

WITH THE CONCURRENCE OF BFA ADVISORY COMMITTEE

(ADVISOR 1 NAME HERE)

(ADVISOR 2 NAME HERE)

MFA exhibition signage for Advancement to Candidacy and Thesis Exhibitions

THIS PROJECT EXHIBITION IS
PRESENTED TO
THE FACULTY OF
THE DEPARTMENT OF ART & ART HISTORY
SAN JOSÉ STATE UNIVERSITY
IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE DEGREE
MASTER OF FINE ARTS

(YOUR NAME HERE)

(YOUR SHOW DATE HERE)

WITH THE CONCURRENCE OF MFA ADVISORY COMMITTEE

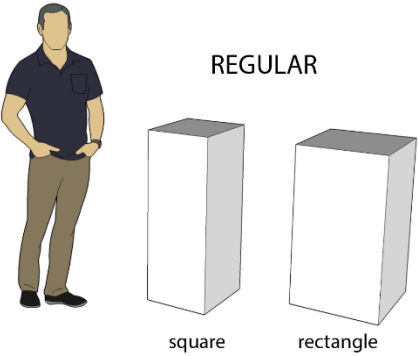
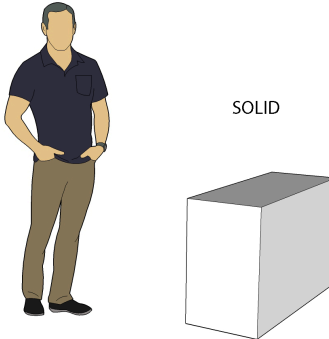
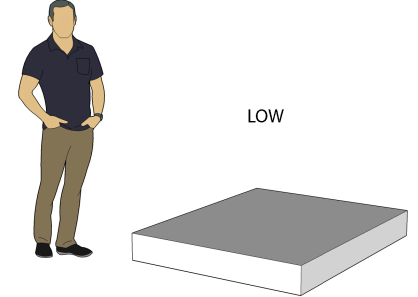
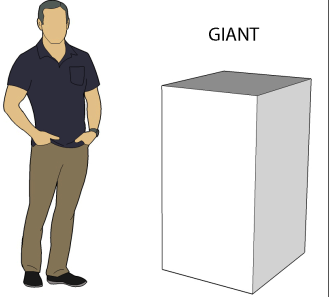
(ADVISOR 1 NAME HERE)

(ADVISOR 2 NAME HERE)

(ADVISOR 3 NAME HERE)

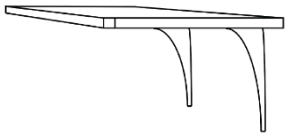
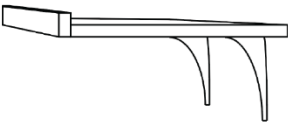
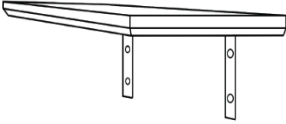
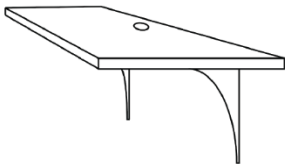
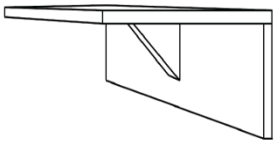
Pedestal Inventory

Available only to students exhibiting in the student art galleries at SJSU. Pedestals may not be removed from campus, or painted another color. All measurements are Height (H) x Width (W) x Depth (D). These can be borrowed on check-in day on a first come, first served basis.

 <p>REGULAR</p> <p>square rectangle</p>	<p>Regular</p> <p>R 35 1/2" x 23 1/4" x 13"</p> <p>O 36 1/2" x 15" x 13"</p> <p>N 36 1/2" x 16" x 16"</p> <p>C 36 1/2" x 16" x 16"</p> <p>36 1/2" x 17 1/4" x 13 1/4"</p> <p>A 1/4"</p> <p>P 37 1/2" x 14" x 12"</p> <p>D 37 1/2" x 19" x 12"</p> <p>B 38 1/2" x 14" x 14"</p> <p>Q 38 1/2" x 15" x 13"</p> <p>F 41" x 12 3/4" x 12 3/4"</p> <p>G 45 1/2" x 12 1/2" x 12"</p>	 <p>SOLID</p>	<p>Solid</p> <p>S 28" x 26 1/2" x 15"</p> <p>T 28" x 26 1/2" x 15"</p>
 <p>LOW</p>	<p>Low</p> <p>6 7/8" x 30" x 30"</p> <p>K 30"</p> <p>J 7" x 33" x 33"</p> <p>10 3/4" x 43" x 43"</p> <p>M 43"</p> <p>I 11" x 33" x 20"</p> <p>12 1/2" x 47" x 22"</p> <p>L 22"</p>	 <p>GIANT</p>	<p>Giant</p> <p>H 28" x 38" x 18"</p> <p>40 1/2" x 19" x 19"</p> <p>E 19"</p>

Shelves Inventory

Available only to students exhibiting in the student art galleries at SJSU. Students must provide their own power tools and hardware to install. All measurements are Height (H) x Width (W). Do not re-paint shelves another color.

 <p>Type U 18 x 14"</p>	 <p>Type V 11 x 14" 16 x 14"</p>	 <p>Type W 11 x 9" 7 x 7"</p>
 <p>Type X 15 x 14" 16-1/2 x 11"</p>	 <p>Type Y 13 x 11-1/4" 11-1/4 x 7 8 x 10"</p>	<p><i>Contact us to check on the number of shelves we have available.</i></p>

SJSU Art & Art History Community

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- [Pictorial Faculty](#)
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- [Digital Media Art \(DMA\) Faculty](#)