

# EXHIBITION PROPOSAL INFORMATION



## Mission

The Wikoff Student Gallery, located on the third floor of the Nott Memorial, was founded to provide a venue on the Union College Campus dedicated exclusively to student exhibitions during the academic year.

## Exhibition Guidelines

1. In order to exhibit artwork in the Wikoff Student Gallery, the exhibitor must be a current, full-time student enrolled at Union College. A proposal must be submitted by such student and approved by the gallery, and an exhibition date agreed upon.
2. Exhibitor must have a faculty sponsor to advise and review content prior to installation.
3. The gallery can accommodate between 9 to 12 two-dimensional works or between 6 to 9 three-dimensional works.
4. All work must be submitted ready to install. This means that two-dimensional work is ready to hang, display cases or pedestals have been secured for any three-dimensional work, and special needs for digital/electronic media have been arranged. (Please note that the Gallery has access to display materials and AV equipment upon request.)
5. Failure to meet exhibition requirements (such as advance submission of images, label information, and artist statement) may result in the exhibition being cancelled.
6. The Exhibitor must be available to assist the gallery staff in the installation and de-installation of the exhibition, if needed.
7. All work exhibited must be retrieved by the artist within two weeks of the closing date of their exhibition, or the work will become property of Union College (unless prior arrangements have been made).

## Advertising/Publicity

The Gallery will provide advertising and publicity for publication in: *The Chronicle*, *The Times Union*, WAMC, and *Daily Gazette* event calendars, listing on the Mandeville Gallery website ([www.union.edu/gallery](http://www.union.edu/gallery)) and Facebook page, the Union College Campus Calendar, and printed signage on campus. Failure to provide advance material by a specified date will release the gallery from stated publicity obligations.

## Special Events

If the Exhibitor chooses to host a reception or Artist Talk, they are responsible for producing and distributing printed material promoting the event. The Gallery will provide additional publicity for the reception as outlined above. Student receptions are held for the duration of one hour.

**Contact: Sarah Mottalini - [mottalis@union.edu](mailto:mottalis@union.edu)**

Curatorial Assistant of Art Collections & Exhibitions

Office: Schaffer Library, Room 212

518-388-6318

# EXHIBITION PROPOSAL FORM

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Name/Class Year/Major:

Phone:

Email:

Campus Mailbox:

Faculty Sponsor:

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**Please submit the following:**

- Description (minimum 1 paragraph) outlining the exhibition you would like to propose
- **OR** submit an Artist Statement
- At least 3 images of your artwork (digital images are preferred – not larger than 10 MB each) including the following information: *title, date, medium, and size.*

Preferred submission is via email: [mottalis@union.edu](mailto:mottalis@union.edu). Or, stop by the Mandeville Gallery office at Schaffer Library, Room 212.

***Thank you!***

Sarah Mottalini, Curatorial Assistant of Art Collections & Exhibitions

**DESCRIPTION / ARTIST STATEMENT:**