

GUIDELINES

INTERSECTIONALITIES: The Feminist in Art

March 21 – April 21, 2007

An Exhibition of Feminist Art

PLEASE INCLUDE:

1. Proposal/Artist Statement

- Please provide an artist statement of a maximum of 200 words on either a Mac or PC computer disc as a Word document, or emailed in a message to wscoffice@uwsa.edu, with INTER-EXHIBIT STATEMENT in the email subject line, by January 2. This artist statement will be exhibited next to your work so please put your name at the top of the page.

2. Slides of Work to be considered

- Slides: Clearly labeled slides of up to 4 separate works (all media), held in a slide sleeve. One detail slide per work is acceptable. No glass or bent slides!
- Label slides with your name, title, medium, size and numbers that correspond to the entry form. Indicate the top of slide with an upward arrow.
- Or a digital slides you are submitting as JPG images on a cross-platform CD-ROM (readable by Mac and Windows)

3. Entry Form:

- Complete the entry form in its entirety. Type or print clearly. Include your phone number and email address (if available).

4. Stamped and Self-Addressed Envelope (SASE)

- Include a self-addressed, stamped envelope (in the correct amount) for the return of slides. Slides will not be returned without it!

Please send your completed application (postmarked) by January 2, 2007 to:

Art Exhibition

Women's Studies Consortium

University of Wisconsin System

1666 Van Hise Hall

1220 Linden Drive

Madison, WI 53706

If accepted, the work must be delivered to the indicated address by the **delivery date, March 17-19th.**

All shipping and/or custom fees to (and from) the exhibition are the responsibility of the artist.

GUIDELINES:

GALLERY AND ORGANIZER RESPONSIBILITIES

- All exhibition design and installation
- Electronic Invitation design and distribution
- Press releases to publications and critics.
- Art will be return shipped with UPS or your choice of shipper at the artist's expense. Arrange with the shipper for a return receipt.
- The artworks are NOT insured while on display. The venue and organizers do NOT assume the risk in case of theft or damage of the artwork.

ARTIST'S RESPONSIBILITIES

- Works that have been accepted for exhibition by must be hand delivered or shipped by the participating artists during the indicated time frame.
- Accepted artists who ship their work must include a check for \$10.00 for each accepted artwork as a handling fee. No fee will be charged for artists who hand deliver and pick up their art works. Checks should be made out to "UW-Madison."

- Hand-delivered work must be picked up on April 21st between 4:00 and 6:00 PM. The organizers are not responsible for artwork left beyond these dates and times.
- Artists are responsible for forwarding and electronic invitation to their own e-mailing lists
- Artists are responsible for providing a price list and contact information (email and/or phone number), which will be made available at the exhibition.
- All wall pieces accepted must be prepared properly for hanging. All other work must be ready to be installed. There is very limited space for 3d work.
- Artists are responsible for all shipping expenses to the exhibition and return to the artists.

SIZE & WEIGHT SPECIFICATIONS: Works on display may not exceed 72" in any direction or be over 50 pounds in weight

SALES: Anyone inquiring about sales will be put in touch with the artist. No commission will be charged.

INSURANCE: Liability for artwork during shipping to and from the Pyle Center and during the exhibition is the responsibility of the artist. There is no insurance provided while the work is on display at the Pyle so the artists assume all responsibility for the work while it is on display. We regret that we can not provide insurance, but decided to go forward with the exhibition despite the lack of insurance because the topic is so important.

PREPARATION OF ART WORKS:

- **Hanging 2-D Work:** Two-dimensional work must be framed and wired for hanging (no sawtooth hangers). Works on paper must also be covered by glass or Plexiglas, unless stipulated otherwise by the artist.
- **Installation & Display:** Simple display instructions (e.g., indicating orientation of the work) should be legibly written and/or diagramed and included with the artwork. Very heavy artwork or work requiring unusual handling or installation will not be accepted.

ARTWORK SHIPPING/DELIVERY GUIDELINES

Questions: Questions regarding the exhibit and delivery or pick-up of artwork should be directed to Leslee Nelson, 608 263-7814, lnelson@dcs.wisc.edu

In-Person Delivery and Pick Up

- **In-Person Delivery Date:** Works that are delivered in person will be accepted at the Pyle Center Saturday, March 17. For additional inquiries about delivery please call 608 263-7814 or 608/262-3056.
- **Delivery:** Deliver your artwork to Pyle Center, room 111, 702 Langdon Street, Madison WI.
- **Label for Work:** On the back of your artwork, attach Artwork Identification Form. Print your name and 'HAND' in large letters on the side of the box.
- **In-Person Pick -Up Date:** All non-shipped work must be picked up in person at the Pyle Center between 4:00 and 6:00 PM on Saturday, April 21st. The organizers are **not** responsible for work that is not picked up at the designated date and time. A \$25.00 late fee will be charged for works that are not picked during the designated time.

Shipping Guidelines:

- **Packing:** All shipped work must be packed in sturdy, re-usable packing materials; styrofoam peanuts may not be used. Do not pack artwork too loosely: material such as a generous amount of bubble-wrap or styrofoam sheet wrap usually works best; add additional crumpled unprinted newsprint or craft paper to keep artwork from shifting during shipping.
- **Size/Weight:** Make sure your shipping container complies with appropriate US Priority Mail, UPS or FedEx size and weight limits (Note: Your local post office or UPS/FedEx/shipper may let a slightly oversize package ship out from your town, but the agents in Madison may refuse to ship an oversize package back to you.)

- **Labeling:** Clearly label the packing/shipping container with the artist's name printed in large letters, followed by shipping method (PRIORITY = US Priority Mail, TAG = United Parcel Service Tag Service; FEX = FedEx; HAND= In-person pick-up).
- **Shipping/Delivery Dates:** Works shipped must be sent to be received at the Pyle Center between the dates of March 17 and March 19, 2007, no sooner and no later.
- **Hand delivery instructions:** Must be hand delivered to the Pyle Center from 1- 4 PM on Saturday, March 17
- **Shippers:** If you use a shipper or third party to pack and ship your work, please be sure to inform them regarding the specific requirements for this exhibit. (Tip: Keep this sheet for your own reference and provide a photocopy to the shipper.)
- **Shipping Address:** Pyle Center, room 111, 702 Langdon Street, Madison WI, 53706
- **Return Shipping/Delivery Dates:** Artwork will be shipped after the close of the exhibition, approximately April 25th and should arrive at your return address 3 to 14 days after that. If you will be out of town during that period, arrange for someone else to receive the shipment (and pay for, if FedEx) when it arrives. If no one is available to receive the package it may be declared abandoned by the shipper. The Exhibition Organizers cannot take responsibility for work returned for any reason by the shipper.

SHIPPERS:

- **US Priority Mail (up to 50 lbs):** Include a check for \$10.00 made out to 'UW-Madison' as a handling fee. Note specific arrival dates. Mail your artwork, insured, to the address listed above. On the back of your artwork, attach Artwork Identification Form and an envelope that contains a return address label, a completed US Mail insurance form, and a check (written to UW-Madison) to cover the cost of return postage via US Priority Mail including adequate insurance. Print your name and 'PRIORITY' in large letters on the side of the box.
- **United Parcel Service (UPS):** Include a check for \$10.00 made out to 'UW-Madison' as a handling fee. Note specific arrival dates. Ship your artwork, insured, to the address listed above. On the back of your artwork, attach Artwork Identification Form and an envelope that contains a UPS return address 'call tag' label. Artist must call UPS to activate the 'call tag' so work will be picked up by UPS at the Gallery on the specified pick-up dates. (In order to activate the 'call tag' you will need to know the dimensions and weight of the package and the Gallery pick-up address.) Print your name and 'TAG' in large letters on the side of the box.
- **FedEx:** Include a check for \$10.00 made out to 'UW-Madison' as a handling fee. Note specific arrival dates. Ship your artwork, insured, to the address listed above. On the back of your artwork, attach Artwork Identification Form and an envelope that contains a FedEx return air-bill with 'Payment by' checked 'Recipient' (on the right side of the form) and naming yourself as 'Sender' (on the left portion); include insurance coverage. You will have to pay FedEx when the work is shipped to you. Print your name and 'FEX' in large letters on the side of the box.