

ARTSPACE

2018 Annual BFA Exhibition

CORE VALUES

- Recognize each other as equal and necessary partners
- Embrace a willingness to take risks, be nimble, and remain flexible
- Foster direct, respectful, and transparent communication
- Share an understanding of purpose(s) and audience(s)
- Commit to experimentation, innovation, inclusion, and mutual growth

GUIDELINES

- Installation will take place during Artspace hours, and any request for time outside of normal hours may not be approved. Artspace staff must be present at all times and are not always available outside of set installation hours.
- There is only one week earmarked for installation, and a number of people that will need to be in the galleries. Plan ahead by scheduling enough time to install and troubleshoot your work (in addition to the time you have already scheduled to troubleshoot in your studio).
- If you have your own tools, write your name on them with a sharpie and bring them. The Artspace has tools but you will be waiting in line to use them.
- Make sure your piece will fit through the door! Artspace front and back doors are 40 x 81 inches, and the large double doors are 120 x 99 inches.
- You may be responsible for providing a lift or extra tall ladder if necessary.
- Should you need a lift, you will need to reserve it for both the installation and the de-installation, which will cost about \$400. If more than one artist needs a lift, you can split the cost and we will schedule your installations accordingly. The KCAI Magic Sock Grant awards up to \$325 to one person or dispersed among several people.
- Artists must get approval from Artspace staff and the Head of Facilities for installations outside the Artspace building.
- The Artspace may require a deposit depending on the scale and scope of your projects and how it affects the facilities. If required, you would write a check for the determined amount (\$100 minimum), which will be returned to you at the completion of the de-installation and reclamation of the gallery space.
- Think about the ways that non-traditional exhibition spaces might enhance the experience of your work (i.e. bathrooms, elevator).
- Artists are responsible for keeping anything living alive. This includes any watering or feeding that must take place happening during gallery hours. Plants typically do not do well in the Artspace.
- Think about ways to expand your practice. Do you want to propose collaborations, events, or performances? If you primarily work in a commercial setting or with client-based relationships, think about how your work might best be exhibited. Do you want to make a zine and distribute it? Are you interested in creating web content?

2D WORK

- You must exhibit 2D works on paper in a frame. This presents the work in a professional manner while also protecting it.
- 2D work can be mounted, floated, framed with glass or plexiglass, or framed without glass.
- For larger works, plexiglass is a smart consideration, as it is significantly lighter than glass.
- If you will need to ship your work after the exhibition, it is smart to consider plexiglass because it is lighter than glass.

- When hanging a panel or stretched canvas, be sure to consider the edges of the panel or stretchers and be sure that they look finished and intentional, not messy and unprofessional.
- All framed works must have D-rings or French cleats for hanging purposes. D-rings are available in a number of sizes to support both heavy and light works. D-rings should be attached to the back of artwork or frame $\frac{1}{3}$ of the length down from the top of the frame.
- The Artspace will provide wall hooks and will install 2D work for you.
- Plan ahead! Framing of any kind can be expensive and can take up to 3 weeks.
- If it is your first time making a frame, consult someone who has built them before, and schedule enough time to make tests before you frame or matte your actual piece.
- Ikea frames are cheap for a reason and don't hold up well. They do not have the proper hardware for installation.
- Bring any framing questions you may have to your review session.
- If you need to install your work to the wall using a different method, you must get approval from Artspace staff.

DIGITAL WORK

- Artists are responsible for providing all electronic equipment (media player, projectors, monitors, etc.)
- All electronics must have a remote control and the remote control must be labeled with (artist name / title of work).
- All videos should loop.
- Please think about all of your equipment needs: external sound equipment, headphones, additional power cords, extra long AV cords, etc. You will be expected to provide all of these.
- You must provide detailed instructions about how to turn the work on and off.
- Most importantly: test your media formatting with the equipment you are using prior to installation. Spend time with your technology equipment before installation and be sure everything is compatible. Troubleshoot in your studio, *not* at the Artspace.
- If you plan to use a projector, you need to address an installation plan in your review session. Typically, the projector will be installed in the ceiling rafters.
- Artists who plan to install a DVD player in the ceiling rafters may need to provide a wood board painted black to be camouflaged in between the ceiling rafters.
- If enough artists are working with video, we may combine several works onto one monitor and create a screening station.
- If you are using a monitor, you can reserve one of the Artspace pedestals or you can provide your own pedestal. Plan ahead, as Artspace pedestals will be limited and on a first come, first serve basis.

SCULPTURAL WORK

- If you plan to exhibit sculpture, you will need to determine whether or not you need a pedestal or a shelf. The Artspace has a limited number of pedestals available on a first come, first serve basis.
- You are encouraged to build your own shelf or pedestal to the specifications of your work. The Artspace staff will be available to consult and work with you during the designing and building process.
- Artists who want to hang work from the ceiling should look at the different types of rafters in each gallery. The width and length of the rafters vary and not all rafters end flush to the wall.
- You will need to work with Artspace staff to determine how best to hang your piece.
- With approval, you may hang from the ceiling and from the top of the walls in the two-story gallery.