Artist Entry Form

27th Annual UCSF Faculty and Staff Art Show

“Nostalgia”

October 5 – October 8, 2015 – Millberry Union Meeting and Event Center

Thank you for submitting your application for the 2015 Faculty & Staff Art Show. The information below will be used for title tags next to your work, should your work be exhibited. Please make sure it is legible and accurate. Please include a photo of your artwork.

*** Application Deadline: August 31, 2015 ***

I. About you (important - fill out completely)

Name_________________________________________________________ Date________________________

Box #_________________________ Phone #_________________________

Email_________________________________________________________

Staff ___ Faculty ___ Department/School of ___________________________

Campus Site __________________________ New Artist____ Returning Artist__________

Join The Visual Arts Club at UCSF Listserve (sign up now) email____

II. About your piece

Please submit the title, size and other information of the piece you intend to exhibit. Substitutions will not be accepted since this will entail extra work and might cause confusion. Please make sure your information is complete. Thank you for your help!

Title of Piece: __________________________________________________________

Dimensions (in inches) ____________________________

(Total maximum display space per artist is 36” x 60. One piece per artist: Art exceeding 36” x 60”, as well as all series will be accepted at the discretion of the Visual Arts Club at UCSF.

If a series, please note dimensions in inches ________, ________, ________

The composition is:

horizontal: ____ vertical:_____ square:_____ free-standing:____

other (please explain): _________________________________________________

The medium is: ______________________________________________________

We welcome alternatives to two dimensional work: i.e., sculpture, video art, etc. If your work is exhibited, you will need to work closely with the installation team on your display.

Does your piece follow this year’s theme “Nostalgia”? Yes or No

III. About the registration fee

Space will be assigned on a first-come basis until all spots (~ 40) are filled.

Should your piece be displayed, there will be a $10.00 registration fee payable prior to the show.
IV. Sales Agreement

This piece will ____ be for sale: $ ______ Will not _____ be for sale.

I understand that the Visual Arts Club at UCSF (A Registered Campus Organization) will collect 20% of the sale of my piece. I will write a check to the UC Regents for this 20%. I also understand that Campus Life Services Arts & Events will handle all sales. I am responsible for reporting all appropriate income and paying taxes.
Initial here:____

V. Insurance Liability

I understand the Campus Life Services Arts & Events Staff will use reasonable care during the receiving, installation and return of art, and will be responsible for frame damages incurred during these periods of up to $100.00. I further understand that the University’s Self Insurance Program will provide coverage for the artwork in the event of theft and/or severe damage (excluding damages resulting from Acts of God, including, but not limited to, earthquakes or floods) during the exhibition, minus a $250.00 deductible, which is the responsibility of the Artist. In the event of a loss, the University reserves the right to determine the value of the artwork through an impartial appraisal. Value: $_______
(For insurance purposes, you must state the fair market value of your piece, even if you do not intend to sell it.)
Initial here: _____

VI. Drop off and Pick up

Drop off

All artwork is to be dropped off in the Arts & Events main office located in Millberry Union, Room MU 243 East on Monday, September 28, 2015, or Tuesday, September 29, 2015, 8:00am-6:00pm. Your artwork must be dropped off ready to be displayed or it will not be exhibited. Make sure your hanging hardware has already been installed.

Pick up

Art may be picked up on the last day of the show, Thursday, October 8, 2015, 5:00pm to 6:00pm. Please note: art cannot be picked up prior to 5:00pm on the last day of the show. Art may also be picked up Monday, October 12 or Tuesday, October 13, 2015, 8:00-6:00pm. We strongly encourage you to retrieve your work as soon as possible after the exhibit comes down. The more time it spends in our offices the more likely it is to become damaged. If these times do not work with your schedule, please make an alternative arrangement for the pick-up of your piece in advance by calling Pilar Deer: 514-1614.
Initial here: _____

Artist’s Signature __________________________ Date ______________

Please make sure to complete, initial, sign and return this form to:
Campus Life Services Arts & Events, Box 0234, MU 243 East OR fax to 476-3566

*** Application Deadline: August 31, 2015 ***

Please note:
• Space is assigned on a first come first served basis until all spots (~ 40) are filled.
• Entries received after the deadline may be accepted for display if space is still available
• Notification of acceptance in the show will be emailed the 2nd week of September 2015

__________________________________________For Office Use________________________

Date received: ___________    Paid _____ (date)  □ Check #_________  □ Cash