

Artist Entry Form

29th Annual UCSF Art Show

October 2 – 4, 2017 – Millberry Union Meeting and Event Center

Thank you for submitting your application. Please fill in all of the highlighted sections and make sure it is legible and accurate. Please include a photo of your artwork. Acceptance letters will be sent the second week of September. Deadline for applications is August 31, 2017.

I. About you...(important - fill out all of the highlighted areas)

Name _____ Date _____

UCSF Box# or Mailing address _____

UCSF Phone # _____

UCSF Email _____

Student ___ Post-Doc ___ Staff ___ Faculty ___ UCSF Department or School _____

Campus Location _____ New Artist ___ Returning Artist ___

Join The Visual Arts Club at UCSF Listserve 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: (*for example; oil on canvas, watercolor or photography, etc.*):

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 "Love" Yes or No

III. About the registration fee

Space will be assigned on a first-come basis until all spots 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 price: \$ _____ 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 **Tuesday, September 26**, or **Wednesday, September 27, 2017, 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 and your name is on your piece.

Pick up

Art may be picked up on the last day of the show, **Wednesday, October 4, 2017, 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 **Thursday, October 5 or Friday, October 6, 2017, 8:00-6:00pm**. We strongly encourage you to retrieve your work as soon as possible after the exhibit comes down.

If the drop-off or pick-up times do not work with your schedule, please make alternative arrangements with **Pilar Deer: pilar.deer@ucsf.edu 415-514-1614**.

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 415-476-3566**

Please note:

- Space is assigned on a first come first served basis until all spots 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 2017**

_____ For Office Use _____

Date received: _____ Paid _____ (date) Check # _____ Cash