



## **UWSC Sterling Hall Gallery Exhibition Submission Information**

### **About**

The University of Wisconsin Survey Center gallery is located on the West side of the 4<sup>th</sup> floor of the historic Sterling Hall Building on the University of Wisconsin-Madison Campus. The gallery consists of public hallways containing 134 feet of display surface.

UWSC hosts exhibits for approximately 3 months with up to 4 exhibits on display each year in order to provide a dynamic and pleasant work environment for our employees, clients and visitors, and to support the art community.

Submissions are accepted on a rolling basis and evaluated quarterly. The UWSC will select exhibitions based on quality, content, and appropriateness to the exhibition space. All artists can expect to be notified whether or not their artwork was selected for exhibition.

### **Applications**

Completed applications should be submitted via email to [kdiloret@ssc.wisc.edu](mailto:kdiloret@ssc.wisc.edu). Incomplete packets will not be considered, so please make sure you submit all the requested materials.

The following must be included in your application:

- 1. Completed artist application form saved as a PDF file. This includes:**
  - a. Description of exhibition or artist's statement:**
    - i. In 300 words or less, explain the themes or philosophy of the work to be displayed.
    - ii. This will be posted on the UWSC website while your art is on display
  - b. Description of artist or artists**
    - i. In 300 words or less, describe the artist or group of artists to be on display.
    - ii. This will be posted on the UWSC website while your art is on display.
- 2. An image list of all works to be displayed containing the following information about each piece:**
  - a. Digital image
  - b. Artist Name
  - c. Title
  - d. Media
  - e. Dimensions (framed dimensions if framed) (H x W x D)
  - f. Year
  - g. Price, if for sale
- 3. Complete contact information including telephone number, e-mail address and mailing address so that questions and comments or requests to purchase art may be appropriately directed.**

## General Information

- UWSC hosts exhibits for approximately 3 months with up to 4 exhibits on display each year.
- The gallery consists of 134 feet of display space and can only accommodate wall-mounted works.
- The UWSC gallery consists of the hallways of the West side of the 4<sup>th</sup> floor of Sterling Hall on the UW-Madison campus. Sterling Hall is open to the public from 7:00am to 8:00pm daily. The address is:

University of Wisconsin Survey Center  
Sterling Hall, 4<sup>th</sup> Floor  
475 North Charter Street  
Madison, WI 53703

The gallery is trafficked by 150+ employees, in addition to UW students, faculty and staff on a daily basis. Keep this in mind when deciding if a particular work of art is appropriate for display.

- UWSC reserves the right to remove artwork for return to the artist for any reason.
- Most art is hung in the hallways using a picture rail system. An S-hook attaches a cable to the top of the picture rail. A second hook is positioned along the cable; this is the hook from which artwork is hung, allowing for adjustable height.

The cable is 1.22 diameter and 6.5 feet in length. Each hook can bear up to 40 pounds. The picture rails are mahogany-colored stained wood, and the S hooks are antique brass.



- It is preferred that artists use the picture rail hanging system to hang their work, however, alternatives – such as Command strips – are possible.
- Art should be framed to allow for hanging on the provided hooks with the position of the hook to be at the top center of each piece in order for the art to hang flush with the wall.
- UWSC reserves the right to refuse to hang any piece of art due to content or display requirements that do not match the available space.

- Artists are responsible for the installation and deinstallation of their exhibit. It is encouraged that you plan your exhibition in advance, bring any tools, supplies, and helpers you might need. The Art Coordinator will be available to answer questions and assist artists with the installation. If a staging area is desired, please notify the Art Coordinator as soon as possible so that space can be reserved.
- Artists are responsible for all exhibition expenses. This includes but is not limited to: transportation, packing materials, framing, shipping, delivery, travel, insurance, and postage.
- There are no storage spaces available at UWSC for storage of packing materials or other items.
- The UWSC will provide signage and captions for the exhibition using information provided by the artist.
- UWSC cannot provide insurance for exhibits and is not responsible for damaged, lost or stolen art. The building is open to the public.
- There is no fee for exhibiting in the galleries, and artists will not be paid by the UWSC to exhibit their work.
- Works are to remain on display for the entire agreed upon time frame, and cannot be removed early by the artist.
- All artwork must be removed from the gallery within two days of the exhibition closing.
- Selected artists will be required to sign an agreement to the UWSC Gallery's terms and conditions.

### **Publicity**

UWSC will place a description of the exhibition on our website, along with an artist's bio and a selected image. The artist is free to invite viewers, but UWSC will not host receptions or gallery openings for exhibition openings. The exhibiting artist may not offer a reception or opening without prior approval from UWSC. Due to UW rules and regulations, certain restrictions may apply.

### **Sales of Work**

The exhibiting artist must handle any sale of artwork. UWSC does not handle sales or take a commission on any sales resulting from the display. Artists are welcome to provide purchasing contacts in their exhibit.

Individual prices will not be posted on artwork signage, although contact information will be displayed for anyone interested in purchasing artwork.





## UWSC Sterling Hall Gallery Application

### Artist(s) Information:

**Artist Name or Primary Contact:**

**Email:**

**Telephone:**

**Mailing Address:**

**Street:**

**City:**

**State:**

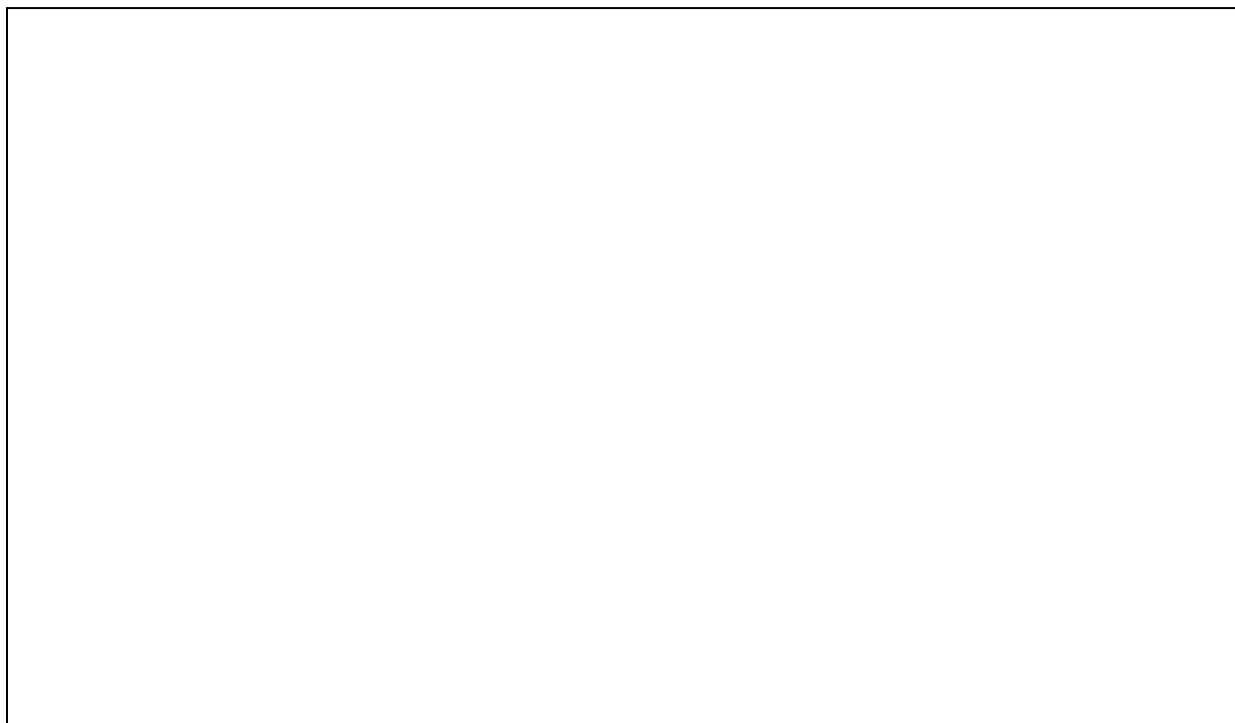
**Zip:**

**Description of artist(s).** In 300 words or less, describe the artist or group of artists in this exhibition.

Exhibition Information:

**Number of pieces of art included in the exhibition:**

**Description of exhibition or artist's statement.** In 300 words or less, explain the themes or philosophy of the work to be displayed.



**Questions? Contact the UWSC Art Coordinator Kerryann DiLoreto at 608-265-6598, or email [kdiloret@ssc.wisc.edu](mailto:kdiloret@ssc.wisc.edu)**