

EXHIBITION ENTRY FORM

2010 ANNUAL BFA EXHIBITION - April 17 - May 15, 2010

H&R Block Artspace
at the Kansas City Art Institute

***** Entry Form must be completed and submitted to faculty representatives by Tuesday, March 2*****

Name _____

Phone _____ Email _____

Dept _____ Faculty Representative _____

Title of work _____

Medium _____ Edition (if applicable) _____

Dimensions (h x w x d) _____ Price _____ (i.e. - \$100.00 or NFS, but not Price on Request)

** For time-based work, please indicate duration and if it can be shown with other works on a loop.*

Please provide up to 5 representative images of your work for reference and potential press purposes. The images are to be high resolution jpg (no larger than 1 MB) on CD. A corresponding image list documenting each of your images must include: artist name, title, year, dimensions, (h x w x d.) Label the images as: smithjane01_med.jpg, smithjane02_med.jpg, etc. Include a resume and artist statement as a Word or PDF document. Incomplete or vague Entry Forms will be returned to faculty representatives.

Please describe any special handling or installation requirements. Exhibitors are required to install their own work if the installation is beyond a basic wall hanging or floor/pedestal placement. For installations that intervene physically with the architecture, a security deposit will be required.

Deliver artwork on: Tuesday, April 6, 10:00 am -5:00 pm or
Wednesday, April 7, 10:00 am -5:00 pm

to: H&R Block Artspace
16 East 43rd St
Kansas City, MO 64111

Pick-up artwork on: Saturday, May 15, 5:00 pm – 7:00 pm
Sunday, May 16, 10:00 am – 2:00 pm

If I am unavailable, I give _____ permission to pick up my artwork.

I understand I am responsible for retrieving my work no later than Sunday, May 16, or making specific arrangements in advance to have the work picked up. Any work remaining at the Artspace after this date will not be stored or kept.

Exhibitor's signature _____

Print out this form and attach label directly to work upon delivery to Artspace

Name _____ Phone _____ email _____

Title _____ Dept _____

Medium _____ Dimensions (h x w x d) _____

Price, if for sale _____ Describe special installation/ handling requirements _____

INFORMATION FORM

2010 ANNUAL BFA EXHIBITION April 17 - May 15, 2010

H&R Block Artspace
at the Kansas City Art Institute

What: 2010 Annual BFA Exhibition
When: April 17 – May 15, 2010
Preview Reception: Friday, April 16, 2010, 4 - 6pm
Public Closing Reception: Friday, May 14, 2010, 6 - 8pm
Where: H&R Block Artspace at the Kansas City Art Institute
16 East 43rd Street, Kansas City, MO 64111
816-561-5563

Important details for artists:

- You are eligible to participate in the exhibition if you graduated in December 2009, or will graduate in May or August, 2010.
- BFA Entry forms (required) and Guest Critic Applications (optional) must be completed and submitted to faculty representatives by **Tuesday, March 2**. Provide up to 5 representative images of your work for reference and potential press purposes. Images are to be high resolution jpg (no larger than 1 MB) on CD. A corresponding image list, documenting each image, must include: artist name, title, year, dimensions, (h x w x d.) Label the images as: smithjane01_med.jpg, smithjane02_med.jpg, etc. Include a resume and artist statement as a Word or PDF document. Incomplete Entry Forms will be returned to faculty representatives.
- Exhibitor reviews to be scheduled between **Tuesday, March 9 to Saturday March, 13; 10:00 am -1:00 pm and 2:00 - 5:00 pm**. All exhibitors are required to schedule a meeting with Artspace staff to review their BFA proposals. Call 816-561-5563 or stop by the Artspace and ask for Michael Schonhoff or Beverly Ahern to schedule 20 minute individual artist review appointment.
- **Work must be delivered to the Artspace on: Tuesday, April 6 or Wednesday, April 7; 10:00-5:00 pm. Late work will not be accepted.**
- Attach entry form label to all works. Exhibitors are responsible for preparing their work for installation and providing special instructions for handling and/or installation. With the exception of basic pedestal or wall hung work, exhibitors are responsible for completing their own installations. Exhibitors will sign up for installation times when they drop off work.
- Exhibitors are responsible for installing hanging hardware on their work (D-rings or cleats on canvases and/or proper hanging wire on frames). Installations deemed intrusive to the Artspace will require a security deposit. There will be a **BFA Exhibition Preparatory Workshop on Thursday, February 18 from 5:45 – 6:45 pm**. This workshop will cover professional practice standards used in exhibiting work in galleries and museums. Specialists and Artspace staff will be available to share “best-practice” methodologies and answer specific questions.
- Exhibitors are responsible for providing and/or reserving exhibition furniture such as pedestals, shelves, A/V, computer and other technical equipment from their departments, the Media Center, or an outside source. The Artspace has a limited number of pedestals available for exhibitors, and cannot lend A/V equipment. Additionally, please note that the Artspace has a limited number of general tools such as drills, ladders, hammers, etc. To avoid waiting for available shared tools while installing your work, please bring your own or check them out with the woodshop or your department.
- Included format and length of any time-based works on the Entry Form. Please indicate if the work can be included on a loop with other works. Artists are responsible for resolving and installing their own time-based installations.
- Exhibitors offering work for purchase must indicate a price on the Entry Form. The Artspace will notify artists with the contact information of potential buyers. Purchasing arrangements are independent of the Artspace.
- Guest critiques with Visiting Artist Mark Newport of Cranbrook Academy of Art will take place on Thursday, April 29 and Friday, April 30.
- **Work must be picked up between Saturday, May 15 from 5:00 pm – 7:00 pm or Sunday, May 16 from 10:00 am - 2:00 pm. If you are unable to pick up your work during the designated times, please make specific arrangements with Artspace staff at least one week in advance. Work will not be stored or kept after Friday, May 21.**