

# SurplusGallery

School of Art and Design  
Mail Code 4301  
Southern Illinois University Carbondale Carbondale, IL 62901  
618 453 7548  
[sgallery@siu.edu](mailto:sgallery@siu.edu)

*The Surplus Gallery is a 4000 square ft. contemporary exhibition space located in the Glove Factory/Studio Arts bldg on the corner of 432 South Washington and East College. The Surplus Gallery is operated by the School of Art and Design at Southern Illinois University Carbondale.*

**NOTICE: PLEASE READ THE COVID-19 ADDENDUM AND COURTESY CODE.**

**Submit all materials online at [sgallery@siu.edu](mailto:sgallery@siu.edu). Your digital submission should be no more than 3 megabits and in PDF format.**

## **Deadline for Submission: April 15th, 2022 by 4:00 P.M.- for Fall 2022 Operating Guidelines**

1. The Surplus Gallery is open to all in the arts community to mount exhibitions and conduct arts related projects once a faculty supervisor has been established. Faculty members from the School of Art and Design are considered supervisors for such related events.
2. Students and faculty of the School of Art and Design will be given priority, particularly those individuals fulfilling graduation requirements; all other proposals will be considered based on the availability of time and space. Generally the Gallery will be scheduled on a first come, first serve basis. In order to maintain professional standards and/or when there are more proposals than time slots, a committee composed of the faculty studio area program head, two faculty members and one graduate student from the School of Art and Design, will meet and screen the submitted proposals. All submissions must be accompanied by a written proposal. The proposal must include a description of all works to be exhibited (images are highly useful in determining exhibition spots) as well as the general purpose of the exhibit and a list of all participants.
3. Criteria for acceptance to be exhibited are: quality of the work, its appropriateness for the Gallery, creative use of the exhibition space and timeliness of the application. A faculty member must consent to sponsor the exhibition and sign the agreement. Completed applications and proposals should be submitted to c/o Olivia Warro in the Surplus Gallery mailbox located in the Advisement office, Allyn Building, room 103.
4. M.F.A. thesis exhibitor(s) should consider the University Museum as their primary site. Only proposals for work that the Committee believes would be inappropriate for the Museum will be considered for the Surplus Gallery. Before submitting a proposal, the student must have approval from her or his thesis committee. These students may be asked to share the Surplus Gallery with another M.F.A. exhibitor(s).

## **Policies and Regulations**

**1. PROPOSALS: All proposals *must* be accompanied by 20 images, (jpeg or pdf) and/or a maximum of 3 videos, (QuickTime only) no more than 1-2 minutes in length as well as a clearly written artist (or group) statement, need and intent.** All exhibitor(s) must reflect the description submitted in the applicant's proposal and any departures from the approved proposal must be cleared through the Surplus Gallery Committee.

**NOTICE: PLEASE READ THE COVID-19 ADDENDUM AND COURTESY CODE.**

2. **FEE:** A \$50 non-refundable fee and a refundable \$50 deposit (both addressed to SIU) will be assessed for each exhibitor/department/exhibit, with the exception of those involved in a departmental annual show or group show. All fees will go towards the general upkeep and maintenance of the space (paint, spackle, light bulbs, etc.). The Gallery must be returned to the state in which it was found. Each exhibitor(s) must remove all hardware from the walls as well as patch and paint all holes. Paint and patch materials will be supplied for basic touch-up **ONLY** – all other repair materials are the responsibility of the exhibitor(s). The Gallery also needs to be clean, and all materials that do not belong in the Gallery fully removed. All unwanted materials that were part of any exhibit or other event must be out of the gallery; any work left behind will be immediately disposed. Once the Gallery has been returned to an acceptable condition and following a walk-through inspection by a committee member or gallery assistant, the deposit will be refunded. This will be done the Saturday after the exhibition at noon. Any damages or necessary repairs to the Gallery that exceed the \$50 deposit money will be considered the full responsibility of the exhibitor(s) causing the damage/repair. If you cancel an exhibit after the date has been approved by the committee and signed by the Chair, you will forfeit your fees. **Any cancellation of an approved exhibit will result in the forfeiture of ALL fees and deposits (total \$100).**
3. **GALLERY HOURS:** Each exhibitor must attend to the gallery for ten (10) hours per week, thus maintaining a schedule in order to keep the space open and accessible to the public. This does not include any office hours held by the Surplus Gallery GA or hours held during the reception. The Gallery is only open when the exhibitor(s) is present to watch over the exhibition. The Gallery may never be left open and unattended.
4. **GALLERY KEY:** The Gallery code used to open the key-box (located inside the glove hallway next to the gallery doors) may be obtained from the Graduate Assistant on Sunday at 12 pm prior to the week of the exhibition dates. The key **MUST** remain in the key-box. Most exhibitions are scheduled to have receptions on Fridays not lasting more than three hours. On **(Saturday)**, the exhibition must be removed entirely and cleaned-up. In order to keep your deposit, the GA must approve the condition of the gallery no later than 12noon. Therefore, clean-up should be finished around 10 pm in case the GA requires the exhibitor(s) to repair or attend to the “return space requirements”. **Excess of time may result in the forfeit of the exhibitor(s)’s \$50 deposit.** An exhibitor(s) who does not return the key will be held financially responsible for all costs incurred for the replacement, fabrication, and installation of all locks and keys for the Gallery.
5. **PROMOTIONAL MATERIAL AND MEDIA:** Exhibitors **must** provide the Surplus Gallery GA with **all promotional material within 4 weeks of being accepted** as a scheduled exhibitor. If you do not provide your promotional material as requested your **exhibition will be canceled and your fee’s forfeited.**

Promotional Materials required:

- high-resolution **.jpg** and **.pdf** image of the announcement flier
- brief synopsis/artist statement of the show
- list of all exhibitors involved in the exhibition
- the 10 hours that you will hold the gallery open to the public in addition to your reception event

Media:

Exhibitors may be required to appear in a short video or audio recording to be used on our social media platforms, which will promote you and the gallery.

3-5 Q&A interview in either video, audio, or in the form of transcription

6. **INSURANCE:** The Surplus Gallery does not furnish any materials, props, or insurance for artworks that have been approved for exhibit. All expenses pertaining to any exhibit, including the costs of opening and closing receptions, are the full responsibility of the exhibitor(s).

**11. ALCOHOL: NOT APPLICILABLE FOR ANY STUDENT SHOWS.** If an exhibitor(s) wishes to serve alcohol at their opening reception:

1. You **MUST** fill out an SIUC alcohol permit (available at the Director's office, School of Art and Design) and submit it a month before the reception date.
2. An additional form covering the guidelines concerning alcohol serving must be filled out and filed with the Gallery Assistant. (Available from the surplus gallery assistant)
3. You **MUST** comply with Southern Illinois University Carbondale's alcohol policy.
4. Exhibitor(s) granted permission by the University must have the faculty sponsor(s) remain during the entire event of the reception.
5. **ONLY** wine is permitted at receptions, **NO** Beer or Liquor unless otherwise approved by the Director of the School of Art and Design.
6. No outside beverages may enter the premises during the reception.
7. Do not permit self-service of alcoholic beverages. You must have a qualified licensed server of at least 18 years of age.
8. Proper Identification must be provided to the server before he/she serves alcoholic beverages.
9. Signage must be posted at serving stations indicating license check and appropriate year of age.
10. There must be a balance between alcoholic and non-alcoholic beverages at any event.
11. When serving alcoholic beverages, there must be plenty of food available.
12. Service of alcoholic beverages must be discontinued at minimum half an hour before the event is scheduled to conclude.

7. **PEDESTALS:** There are a minimal number of pedestals available on hand at the Gallery, and it is strongly recommended that exhibitors provide their own. In order to maintain the high level of professionalism we have established for the Surplus Gallery, any pedestals used in an exhibit must be of a quality deemed appropriate for use by the Gallery Committee. Broken, poorly constructed or damaged pedestals will not be accepted for use in any exhibit.

8. **LIABILITY:** The School of Art and Design, its Faculty and Staff, either separately or collectively cannot be held responsible or liable for any loss or damage to items being exhibited. This includes the entire duration that items are on display, in transit, loading or unloading and during the installation process and take-down of the exhibition. The School of Art and Design, its Faculty and Staff, will not be responsible for any injury that may arise to the exhibitor(s), viewers or those attending the exhibition. Exhibitor(s) who wish to carry insurance for their exhibits must do so at their own expense. Any exhibition or installation that may constitute a threat to the health and safety of persons occupying the Gallery space and/or violates any Southern Illinois University's policies will be removed without notice.

9. **EXHIBITION SLOTS:** MAY be assigned a two-week time slot depending on the size of the show and group involved. Proposals for one-week slots are strongly preferred as time is limited. Unless otherwise specified, applicants should expect to share the Gallery with other exhibitors. Undergraduate proposals for exhibitions must consist of at least five undergrads per show. All undergraduate exhibitions must be accompanied by the faculty sponsor(s), who must remain on site through the duration of the reception. Exhibition dates begin on **Sundays** and ends on **Saturdays**. This includes all installation, takedown and necessary repairs to the Gallery, all of which are the full responsibility of the exhibitor(s). The Gallery must be ready for the next installation by Saturday at noon. ***Exhibitions must be open for public viewing no later than Tuesday***, unless otherwise permitted by the Surplus Gallery Committee.

#### **Annual Surplus Gallery Priority Events Scheduling:**

1. 1st and 2nd Year Graduate Reviews – Spring
2. Senior Show – Late Spring/Fall
3. BFA Reviews – Mid Spring/Fall
4. RZ Competition – Late Spring
5. Foundations & Drawing Review – Mid Fall

6. Love at the Glove – Early Fall
7. Art over Easy – Late Fall
8. C4 Annual Juried Exhibition – Late Fall
9. Campus & Community wide Juried Exhibition – Fall

All who wish to use the Surplus Gallery must agree to work within the policies of the University and its conduct codes including all fire, safety and building codes as well as the University alcohol policy. The Surplus Gallery Committee and/or the School of Art and Design has the right to reject any proposal, cancel or reschedule any event or exhibition at anytime it deems such action necessary and appropriate. Any exhibition or installation that may constitute a threat to the health and safety of persons occupying that space or that violates any Southern Illinois University Carbondale policies will be removed without notice. The School of Art and Design and the Surplus Gallery also reserve the right to deny displaying the exhibition or any particular piece of artwork. The artist has the right of appeal.

**IMAGE RELEASE:** I consent and grant permission to the Surplus Gallery, School of Art and Design, and Southern Illinois University Carbondale, its employees and agents under its authority to create, exhibit, transmit, reproduce, distribute, and otherwise use my name and photographs of me and my artwork in perpetuity in either print or on the internet.

I agree that the Surplus Gallery, School of Art and Design, and SIUC owns the images and all rights related to them for promotional and educational purposes. The images may be used in any manner or media without notifying me, such as university sponsored web sites, social networking websites, publications, promotions, television and radio broadcasts, advertisements, posters and slide presentations.

I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them. I agree and understand that by virtue of this consent the University shall have the right, in good faith, to edit images of my work and me and to make it and/or any portion thereof available to others in any form and by any means whatsoever including, without limitation, print, videotape, DVD, CD-ROM, FTP access, television & radio, satellite, or over the Internet. In every instance of such use, the artist shall be acknowledged as the creator and copyright owner of the artwork.

I release the Surplus Gallery, School of Art and Design, SIUC and its employees and agents, authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking of use of the images or printed material used with the images.

The Surplus Gallery and the School of Art and Design will not materially or contextually alter the original images without the artist consent. The artist reserves all rights to the reproduction of the original artworks. The Surplus Gallery is not responsible for the photography and reproduction of artworks by the public during the scheduled time of the exhibit and/or event.

**NOTE:** Group exhibitions will require filling out a separate image release form.

**All fees, image release and event agreement must be signed, completed and submitted with the proposal application before the deadline. Please direct any questions to the Graduate Assistant, Olivia Warro at [sgallery@siu.edu](mailto:sgallery@siu.edu)**

Surplus Gallery, Operating guidelines & policies are subject to change without notice.

# SurplusGallery

School of Art and Design  
Mail Code 4301  
Southern Illinois University Carbondale  
Carbondale, IL 62901

---

## Exhibition and Special Event Agreement

Exhibitor/Event Coordinator \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

List of all exhibitors (use additional sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Sponsor \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Department \_\_\_\_\_

Type of exhibit:  MFA Thesis  BFA Thesis  Annual Event  Other

Exhibition/Event title [if appropriate] \_\_\_\_\_

Proposed dates: \_\_\_\_\_

Alternate dates: \_\_\_\_\_

As an artist displaying work or as the coordinator of an event at the Surplus Gallery, or as the representative of a group of artists, I have hereby read the operating guidelines, policies and regulations. I have read and clearly understand the image release waiver and accept the terms. I understand both my responsibilities and the responsibilities of the School of Art and Design during the scheduled time of my exhibit/event and agree to all of the terms and regulations stated in the Operating Guidelines, Policies and Regulations.

## Required Signatures

*(Please sign and print your name below)*

Artist/Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Surplus Gallery Chair: \_\_\_\_\_ Date: \_\_\_\_\_

(Alex Lopez, Chair) upon approval by Surplus Gallery Committee

This page is to be attached with image waiver form(s) and alcohol permits & forms if applicable.

## Proposal Deadlines

April 15th by 4:00 P.M. – Proposals accepted for Fall 2022 exhibitions

Submit all materials online at [sgallery@siu.edu](mailto:sgallery@siu.edu).

## Surplus Gallery, Covid-19 Addendum – Fall 2022

### Surplus Gallery, Glove Building (105 105a & 105B)

Gallery office in room 105B is 297.5 ft<sup>2</sup> and will be occupied by one GA/individual at a time. The office is shared by Olivia Warro (SG), Marth Ruiz-Osomio (VAP) and Jacob Yandle (SG). They have a cleaning regiment in place that will result in cleaning their desk, computer, and reachable area before and after their shifts. **Olivia Warro** will be responsible for ordering cleaning supplies and both will keep up with sanitation protocols and will follow all Covid-19 related protocols as they change and evolve.

The gallery and office share a sign in/out sheet for contact tracing. The gallery located in room 105, will be used by some courses as flex space to allow for F2F group critiques and a couple of minor exhibitions. The gallery space allows for sixteen individuals to occupy with a 250 ft<sup>2</sup> distancing rule and all mandates related to Covid-19. The gallery is 4,221.5 ft<sup>2</sup>.

The gallery kitchen located in room 105A will only occupy one individual at a time. The space is 182.25 ft<sup>2</sup> and will not be in use during phase four. This space will only be in use once we achieve phase five.

Exhibitions will only allow for guest up to sixteen at a time with social distancing rules in place. All guests must reserve timeslots in order to see exhibitions. Staff will be on hand to oversee timeslots and distancing rules. Guest will have twenty to thirty-minute viewing window when demand is high and as much as forty-five minutes when demand is low. All must adhere to Covid-19 guidelines. The Gallery reserves the right to cancel any or all reservations at any time.

### Surflex gallery space Fall 2022

The gallery may also be used as a flex space for course critiques. Securing the gallery for critiques will only be organized by the instructor. Students will not be allowed to secure the gallery for independent use. This will allow for course/s to install and de-install with in a total of a five-hour time frame of the same day or broken into two days if no conflict in scheduling permits. We strongly encourage and favor one day set up times. The gallery key will be issued out for the day.

All individuals will enter and exit through the parking lot doors while maintaining physical distancing. All artworks will enter through the same doors or large garage door. Restroom usage is located in the lobby and can be accessible through the parking lot doors only. No hallway access is available at this time unless it is an emergency. Everyone must sign in and out of the space upon entering and exiting each time if you leave the complex area. The exception for this rule is when loading and unloading from your transportation. If a minor violation should occur, the instructor of the class will document and report any break in protocol for such emergencies and email the gallery GA and chair within three hours of the incident.

The course/s and students are required to bring their own tools for install and takedown. The students in the course/s will participate in sanitizing procedures of the **limited** tools and ladders in use while supervised by the instructor or gallery GA when possible. A sanitizing table will be marked and used for tools to dwell while in the disinfecting process. We ask that the participants bring their own tools to install/de-install at this time. We also ask that they bring in

vinyl spackling for holes. The gallery will provide sanding and painting materials. There should be adequate time for the spackle to dry, sand, and paint. Rushing this procedure will result in further damage to the walls. Students new to the space should meet prior with the GA and go over the ground rules on do's and don'ts of the gallery space.

The Surplus gallery application and guidelines form must be read and signed prior to use. Please go to the website to print and fill out the agreement portion. Please pay extra attention to the key portion of the agreement. In the case of a course using the gallery, the area/course/department will be responsible for all cost regarding loss of the key. The key will be left in the gallery upon leaving the space for the day. Please be sure all doors are locked and securely closed.

The gallery reserves the right to ask instructors/courses/students work for in person or live social media exhibition purposes. The exhibition will run for a week. Artists involved may be asked to participate during the live events, along with gallery personal. The gallery also has the right to refuse or change dates for access to the gallery when necessary.

All media must be outsourced through and or to the gallery website and social media (SM) first, then disseminated or tagged by other SoAD programing and RSO SM. **#suplus gallery, #surflexgallery, #suplusergallery, #soadsuplusgallery, #siusuplusgallery**

The instructor is responsible for making sure all students using and occupying the gallery during critiques must read the Covid courtesy code document, Surplus gallery application form, and the Covid-19 addendum. All individuals will be required to sign a release of understanding form related to aforementioned documents.

Absolutely no food and drinks allowed. All occupants must vacate the building before 10pm.

All must adhere to Covid-19 guidelines provided by the University, SoAD, and the Surplus Gallery. Any violation of the normal gallery rules along with the Covid-19 addendum will result in the loss of using the gallery from that day onward.

# SurplusGallery COVID Courtesy Code

By reserving a time slot to visit the Surplus Gallery, you agree to follow our COVID Courtesy Code, detailed below.

## COVID Courtesy Code

- An inherent risk of exposure to COVID-19 exists in any public space where people are present. We cannot guarantee that you will not be exposed to COVID-19 during your visit to the Surplus Gallery. Those visiting the Surplus Gallery do so at their own risk of such exposure.
- Stay home if you are feeling sick or if you have been in contact with anyone who has tested positive for COVID within the last two weeks. **For more information about COVID-19, check the CDC website.**
- Face coverings are required for all visitors. **You will not be permitted inside the Surplus Gallery without a face covering.** Additionally, face coverings must be worn for the duration of your visit. CDC guidelines advise that face coverings should:
  1. Reach above the nose, below the chin, and completely cover the mouth and nose
  2. Fit snugly against the sides of the face
- Physical distancing is required. **Enjoy the art but stay six feet apart.**
- For your safety and that of the artworks, **please do not touch the artwork.**

- Capacity in our gallery will be limited and visitor flow will be coordinated to maintain physical distancing. Follow the physical distancing markers at visitor entry and exit points throughout the Surplus Gallery.
- Your reservation is good for one-time admission only. **You may not leave and re-enter the Surplus Gallery.**
- To enable contact tracing, should that be necessary, **all visitors are required to provide contact information and the names of everyone in**

**your party prior to your arrival time slot. If any changes regarding anyone in your party's attendance, please let the gallery attendant know prior to entrance.**

- Please wait outside until the gallery attendant lets you in and adhere to physical distancing when waiting outdoors.
- The gallery entrance is located at the northeast corner of the Glove Factory, through the last set of blue doors.
- If you or a member of your party requires access to mobility accommodations, please notify us ahead of your visit.
- **The Surplus Gallery reserves the right to cancel any and all reservations at any time.**
- **The Surplus Gallery reserves the right to refuse or revoke the admission of any visitor whose conduct violates these guidelines.**

For more information, please call 618-453-7548 or email us at [sgallery@siu.edu](mailto:sgallery@siu.edu).