2016 Spring BFA Show Information

Who is eligible to participate?

Undergraduate students completing degree requirements Spring 2016, or have 6 or fewer credits to complete in Summer 2016 are eligible to participate in either the Spring 2016 BFA Show or the Fall 2015 BFA Show – eligibility for each show has been determined by lottery.

Students completing degrees in Fall/Winter 2015/2016 are NOT eligible for the Spring 2016 BFA Show, but are eligible to participate in the Spring 2016 BFA Time Arts Events, since these are not offered in the fall.

Students may participate in one of the following presentations:

- BFA Show – participation in the Spring or Fall BFA Show as predetermined by lottery
- BFA Film, Video, New Media, Animation & Sound Festival (Spring 2016)
- BFA Performance Festival (Spring 2016)
- BFAW Reading Event (Spring 2016)
- Undergraduate Thesis Symposia (Spring 2016)

Note: the Performance Festival, FVNMAS Festival, Undergraduate Thesis Symposium, and BFAW Readings are held only during the Spring semester.

Students who have participated in a prior BFA Show or Time Arts Event (Film, Video, New Media, Animation, & Sound Festival, or Performance Festival) are not eligible to participate in another BFA Show or Time Arts Event.

Participation in the BFA Show and Time Arts Events is optional and not a degree requirement.

Eligibility to participate will be subject to a credit check after the add/drop period has ended. We highly recommend that you check your credit status with an academic advisor before the add/drop period to confirm that your transcript is accurate, and that your credits are in order.

How do I register for the show?

Please read Space Options below before completing the registration form. Students who register on, or before, the deadline will be granted space in the BFA Show. Late registrants will be wait-listed and are not guaranteed space in the BFA Show.

On-line registration forms must be submitted no later than Friday, September 18, 2015 (11:59 pm central time).

To register: fill out the registration survey here.

Questions?

Please contact Trevor Martin tmartin@saic.edu with questions about presentation options, eligibility, or registration for the show.
Space options

**Lottery space:** A lottery number, assigned to you at random, determines the order that you will choose an exhibition space at the meeting on February 26 (see page 2 for meeting information). You will not know the size or location of your space until the meeting has concluded. **Lottery space options are:**

- **Wall space:** Wall spaces are approximately 4 - 8 linear feet of wall only (no floor space in front of the wall).

- **Combo space:** Combo spaces are approximately 4 - 8 linear feet of wall with 1 - 3 feet of floor space in front of the wall. Combo spaces are not recommended for large sculpture or objects intended to be seen in the round.

**Assigned space:** Assigned spaces are determined by exhibition staff and assigned based on a proposal review process. Students will be asked to submit a formal proposal after the registration deadline. Please use the floorplan found at the end of this document to mark your intended location when submitting your proposal. Exhibition staff will contact you to set up a meeting (if needed) after proposals have been reviewed. **Assigned space options are:**

- **Floor space:** Floor spaces are limited in number, size, and location. You may be asked to scale down your installation, or limit the number of sculptures, if your total installation footprint is larger than 4’ x 4’. If the total footprint of your installation is larger than 4’ x 4’, and you are not able to modify it, you will be required to submit another piece for the exhibition.

- **Installation space:** Installation spaces are limited in number and the review process is very competitive. Installation spaces include columns, window spaces, small individual rooms, the lobby, and other unconventional spaces in the gallery. If your proposal is not accepted, exhibition staff will contact you to suggest an alternate space based on the content of your proposal.

- **Group space:** Group spaces can be two - four person collaborations, or larger curated efforts with five or more students. Students will work collaboratively to plan their space with guidance from exhibition staff. All members must be eligible participants in the BFA Show and be registered to participate in the BFA Show by the registration deadline. Groups will be asked to submit a collective proposal and attend a meeting with exhibition staff.

Reserving media center equipment for the show

If you need video projectors, media players, monitors, computers, etc. for the exhibition:

- Submit a request for equipment at [https://greenlight.artic.edu:9443](https://greenlight.artic.edu:9443) by February 5.

- Schedule a 30 minute interview with Media Center staff for the week of February 8 – 12 at [https://www.google.com/calendar/selfsched?sstoken=UUVtWVZKdzFzME1wfGRIZmF1bHR8OTI5MzJkOT44NWVhZTlyNzhMzg2NzQxNDktNTdjNGI](https://www.google.com/calendar/selfsched?sstoken=UUVtWVZKdzFzME1wfGRIZmF1bHR8OTI5MzJkOT44NWVhZTlyNzhMzg2NzQxNDktNTdjNGI) by February 5. Please make sure your calendar is set to the central time zone.

Please contact Scott Carter scarter3@saic.edu if you have questions about Media Center equipment.
Mandatory installation meeting and space claim

There will be a mandatory installation meeting for all students participating in the BFA Show followed by space claim for "lottery" spaces on **Friday, February 26 at the Sullivan Galleries, 33 S. State St., 7th floor (see schedule below).**

Exhibition loan agreements are also due on Friday, February 26. The loan agreement will be e-mailed to you as an attachment prior to February 26. This form is a writable PDF—please fill it out on a computer, print it prior to the meeting, and bring it with you to hand in. The will be no computers or printers available for this purpose at the meeting.

**The gallery will be open for students participating in the lottery from 4:30–5:00 pm.** Lottery number results for wall and combo spaces and floor plans of the exhibition will be distributed at the door. Use this time to look at lottery spaces before the meeting begins. Note your preferred space choice(s) on the floor plan provided so that you are prepared to choose a space when your lottery number is called from 5:30 – 8 pm at space claim.

**Meeting for all students participating in the BFA Show from 5:00–5:30 pm.** All students participating in the BFA Show (assigned and lottery spaces) are required to attend this brief meeting about installation procedure.

**Space claim for students participating in the lottery (combo and wall spaces) from 5:30–8 pm.** A lottery number, assigned to you at random, will determine the order that you choose your space. When your lottery number is called, you may only pick a space from the space type you selected on your registration form. Space choices are final once space claim has concluded.

**IMPORTANT: Lottery space applicants who don’t attend the mandatory space claim (or send a proxy to claim a space on their behalf) will forfeit their place in the exhibition.** Forfeited "lottery" spaces will be reallocated to wait-listed students the evening of space claim.

**Installation**

There are two phases of installation:

**Dirty installation is scheduled from February 27 – March 1.** Hours are 10:00 am – 6:00 pm on February 27, 28 and 29, and 10:00 am – 9:00 pm on March 1. Artwork installed during this time could be damaged by paint splatter and construction debris.

**Clean installation is scheduled from March 2 - 6.** Hours are 10:00 am – 6:00 pm on March 2, 3, 4, & 5, and 10:00 am – 9:00 pm on March 6. No construction, painting, or sanding will be permitted.

All students must be finished installing and checked out by exhibition staff on or before 9:00 pm on March 6. **There will be no access to the exhibition space from March 7 until 5:00 pm on March 11. No exceptions!**
**BFA Show dates**

BFA Show open: March 12 – April 1  
Preview reception: Friday, March 11 from 5:00 – 8:00 pm (tickets required for entry)  
Public reception: Saturday, March 12 from noon – 6:00 pm  
Sullivan Galleries, 33 South State Street, 7th floor  
Hours: 11:00 am – 6:00 pm, Monday - Saturday  

**Deinstallation**

Deinstallation is scheduled April 2 – 4 from 10:00 am – 6:00 pm. Please remove your artwork from Sullivan Galleries by 6:00 pm on April 4. Anything remaining will be discarded at the conclusion of the deinstallation period. Deinstallation before April 2 is not permitted.

**Art school considerations**

All artwork (including live performances) must comply with the health, safety, and security considerations below. Please contact Trevor Martin tmartin@saic.edu at least three weeks prior to the installation period (or performance) if your artwork incorporates any of the following.

**Food, Liquids, & Controlled Substances**

- food, water, alcohol, other liquids
- prescription, over the counter medications

**Chemicals & Hazardous Materials**

- potentially hazardous materials requiring special ventilation
- large amounts of materials/supplies not typically used

**Biomatter, Bloodborne Pathogens (BBP), & Organic Materials**

- live animals, untreated hides, taxidermy, biomatter (living or recently living organisms)
- bloodborne pathogens (BBP): blood, urine, or other bodily fluids
- decomposing materials
- plants, soil, sand, rocks

**Performative**

- audience interaction/audience participation
- actions that may place duress on the body

**Weapons**

- weapons or objects that resemble weapons

**Structures & Kinetics**

- unprotected sharp edges, points, or moving components
- pedestals, objects, heavy or unstable objects
- installations outside the gallery or classroom
- objects hanging from above
- building a wall / altering a wall
- overhead closures (tents, roofs, etc.)
- window coverings
**Electrical & Sound Levels**
bare wiring, spliced wires, invented or altered electrical items
sound levels and frequency

**Alternative Spaces**
SAIC public spaces
stairways, hallways, elevators, sidewalks, exterior facing windows
ceilings: pipes, drop-down, sprinkler systems

**Fire & Safety**
candles, open flames
fire extinguishers, exit signs, and alarm systems as artwork
potential tripping hazards
projects that block egress

**Community & Courtesy**
confidentiality
privacy & anonymity
permissions
copyrights
public interaction