

# *McFeely's Coffeehouse* Artist Collective

## Guidelines & Policies

The Ceddia Union Building (CUB) staff seeks to provide a variety of educational opportunities to serve students in developing and achieving their individual goals in a process of lifelong learning. The CUB staff also seeks to provide a variety of learning methods and environments for the delivery of instruction to meet the differing and changing needs of students. In addition, we strive to foster a campus climate that embraces diversity and respect for others.

It is within this context that the **McFeely's Coffeehouse Artist Collective** guidelines and policies have been created: to foster free expression and free access to ideas representing various points of view on diverse subjects. Responsibility for the selection of exhibits resides with the **University Union & Student Activities (CUB) Staff**.

The CUB Committee shall decide on the suitability of any art, its framing, and any visual or written material that might accompany an exhibit. The committee will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the Committee is mindful of the age groups and campus community members who use **McFeely's Coffeehouse**.

## CRITERIA

The following **criteria** will be considered in the selection and approval of student artwork:

- Subject, technique and style are suitable for intended audience
- Artistic expression
- Appropriateness to special events, anniversaries, holidays, etc.
- Historical or regional relevance
- Relation to other events or exhibits in the campus community
- Ease of installation
- Representation of an influential movement, genre, trend, or national culture
- Attention of viewers and the public

## GUIDELINES

1. All artists must sign an exhibit agreement and a waiver form that releases the CUB and Shippensburg University from any loss or damage to works on display.
2. There are Four (4) 3' X 5' Exhibition Areas which will be assigned at random. Your artwork may not exceed the dimensions of the display area.
3. The CUB will not provide storage for the property of exhibitors.
4. Artists who fail to remove paintings on or before the specified date will not be allowed space in the future.
5. All works must be ready for hanging with a single substantial strand tautly strung across the back of the work approximately three inches below the top of the frame or the office will work with you to display your exhibit.
6. The CUB does not provide insurance for art exhibits, however every reasonable effort will be made to ensure the safety of the artwork in McFeely's.
7. A display card indicating the name of the work & artist's name will be provided for each piece submitted. Artists may indicate if their art is for sale on the application and the University Union & Student Activities Office will keep record of your information for prospective buyers.
8. Works sold must remain on exhibit throughout the designated period.
9. Within 48 hours of being notified that a submission was accepted for exhibition, the artist must contact the University Union & Student Activities Office at extension 1560 or 477-1560, to arrange or confirm all necessary details.
10. Artists are responsible for delivering works to be exhibited in McFeely's Coffeehouse. A picture rail will be provided for artists to hang their work. Prior to artist hanging any artwork in McFeely's, he/she must check in with the CUB Information Desk to verify exhibit display approval.
11. Artwork is to be picked up within 48 hours of the conclusion of the exhibit display period.

## EXHIBITOR'S AGREEMENT

In consideration of permitting my property to be exhibited at **McFeely's Coffeehouse** in the Ceddia Union Building, I hereby agree that neither Shippensburg University, nor its employees nor the employees of Shippensburg University Student Services Inc., shall be liable for any theft or damage, by whomever or however caused, or failure to exhibit, store, move, or remove said property; or any injury I sustain to any degree attributable to, or in any way relative to the exhibition.