Exhibition Policies & Procedures

TERMINAL 136 is leased by The University of Texas at San Antonio and thereby must comply with certain policies and state regulations. It is the responsibility of the curator/exhibiting artist(s) to thoroughly read and understand all of the following policies, regulations, and instructions.

GENERAL INFORMATION:

Contacts
If you have any questions or concerns, please contact
Houston Fryer, TERMINAL 136 Coordinator or Vikky Jones, UTSA Gallery Coordinator
Houston.Fryer@utsa.edu, 210-758-6246 | Victoria.Jones@utsa.edu, 210-458-4391

Gallery Hours
Thursday through Saturday, 12:00 – 5:00 pm and by appointment, with the exception of:
First Thursdays and First Fridays, 6:00 – 9:00pm

Exhibition Budget
TERMINAL 136 does NOT have funding for exhibitions (shipping, materials, paint, stipends, honorariums, etc.). TERMINAL 136 WILL cover the cost of printing one postcard announcement (including a limited number for artist/curator use), postage and mailing expenses to the UTSA Galleries mailing list, wall signage, and basic reception expenses. Any expenses exceeding the gallery's budget will be the responsibility of the exhibitor.

Exhibition Dates
TERMINAL 136 hosts a new exhibition each month in conjunction with the Blue Star Arts Complex and the Southtown Arts District First Friday Art Walk. Opening receptions occur on the Thursday preceding the First Friday of every month, with a second opening event on First Friday. Exhibitions typically run for three weeks, allowing one week between shows for installation. Please indicate in your application if you have a preferred month for your exhibition. NOTE: MFA Thesis Exhibitions may be given priority scheduling during the Fall and Spring semesters.

PRIOR TO THE EXHIBITION:

Exhibition Installation/Arrangement
The exhibitors are responsible for the arrangement and proper installation of artwork within the space. Please work with the TERMINAL 136 Gallery Coordinator and Faculty Sponsor to make arrangements regarding installation schedule and requirements. Special lighting, equipment, installation considerations, or alterations to the space should be discussed well in advance. The TERMINAL 136 Gallery Coordinator will be available to assist with the installation of guest artist/curated shows. Exhibitions that involve persons other than the artist must be identified to the Gallery with state sponsored ID and be approved no later than 4 weeks before exhibition. ALL EXHIBITIONS MUST BE COMPLETELY INSTALLED A MINIMUM OF 24 HOURS PRIOR TO THE OPENING TIME IN ORDER TO FACILITATE A MANDATORY SAFETY INSPECTION. Please review carefully the accompanying Safety Guidelines document.

Shipping/ Delivery
Shipping/delivery of artwork to and from TERMINAL 136 is the responsibility of the exhibitor. TERMINAL 136 does not cover shipping or delivery expenses. If visiting artists request that we install the show, that request must be approved beforehand with the TERMINAL 136 Committee and Coordinator accompanied by thorough instructions.

Special Considerations
If the exhibition demands equipment or facilities that TERMINAL 136 does not have available, exhibitors need to make their own arrangements. This includes any equipment needed for video art, ie. projectors, monitors, media players, speakers, etc. Please discuss any special considerations with the TERMINAL 136 Gallery Coordinator, especially any installation method that would permanently alter the gallery. The use of masonry drills or anchors and cutting holes in the walls is prohibited.
Graduate Student Exhibitions
Student applicants are responsible for all aspects of their proposed exhibitions, including: announcement card image/design; press release text; arranging and installing artwork, special equipment or alterations to the space, lighting, and restoring the gallery to basic working order after the exhibition is removed. Please consult with the TERMINAL 136 Gallery Coordinator to schedule installation and de-installation or to arrange any special instructions. Keeping the gallery clean and free from debris at all times and greeting guests in a friendly and informative manner is the responsibility of all exhibitors.

Insurance/Loan Forms
All works by guest artists will be insured by The University of Texas at San Antonio while in the gallery. (Note: student work is not insured by the UTSA insurance policy). Please fill out a loan form for each artist & artwork included in the exhibition for both insurance and show documentation. Loan forms must be submitted to the UTSA Gallery Coordinator no later than six weeks prior to the show to ensure contract approval and that wall labels and exhibition information can be printed in a timely manner.

Announcement Card
TERMINAL 136 will cover the cost of printing one postcard announcement (including a limited number for artist/curator use); postage and mailing expenses to the UTSA Galleries mailing list; wall signage; and basic reception expenses. Any expenses exceeding the above budget will be the responsibility of the exhibition applicant(s). UTSA will provide one printed announcement card for each exhibition (one per month). High resolution, print-quality digital files (JPEG, TIFF, or PDF’s sized to meet 6”x 8.5” card dimensions plus a 1/8” bleed area) must be submitted to Vikky Jones (Victoria.Jones@utsa.edu), no later than six weeks prior to the show’s opening. If postcard images/designs are not submitted on time, a plain card will be designed and printed.

Press Release
Four weeks prior to the exhibition opening, the exhibitors should submit a draft press release to the TERMINAL 136 Gallery Coordinator. The press release should include a brief description of the exhibition, the artwork, and information on the curator and exhibiting artists. At least three digital images of current work or work from the exhibition should accompany the press release. The image(s) should be sent in high resolution JPEG format and include title, date, materials, artist's name, and dimensions. All press release information should be sent via email to both the Gallery Coordinators, who will prepare the final press release and distribute to select local and statewide media.

Signage
TERMINAL 136 will provide a black vinyl wall sign for each exhibition. Please speak with the UTSA Gallery Coordinator about the font or design at least two weeks prior to the exhibition if you have special requests.

DURING THE EXHIBITION:

Reception
TERMINAL 136 will provide food and non-alcoholic beverages for the Thursday night opening reception (not provided for First Friday). Anything over the standard budget is the responsibility of the exhibitors. Please inform the UTSA Gallery Coordinator one week before the opening if you have special requests regarding refreshments. Alcohol cannot be served.

Parking
Parking on the opening Thursdays is free and more available the earlier one arrives. The following Friday, the Blue Star Complex parking lot is valet only. Please let the Gallery Coordinators know a maximum of two names to be included on a special parking lot list before the end of Thursday to ensure spots.

Sale of Artwork
Any sales resulting from the exhibition will be handled by the TERMINAL 136 Gallery Coordinator. TERMINAL 136 receives 30% of all artwork sales and collects sales tax on the entire amount of the sale price. The 30% commission goes towards UTSA Art and Art History Scholarships. The buyer writes 2 checks: one to the artist for 70% of the price and one to the Department of Art and Art History for 30% of the price plus the sales tax.
**Gallery Attendants/STUDENT Exhibitions**

MFA students are required to be on time and present for the entire duration of both Thursday and Friday receptions. Their Thesis Committee chairs are required to attend as well. MFA candidates are responsible for gallery sitting their own MFA Thesis exhibitions during hours outside of posted Gallery Hours.

**POST-EXHIBITION:**

**De-installation**

The TERMINAL 136 Coordinator will patch and paint the walls after work is removed, however, any damage or destruction will be the exhibitor’s responsibility to repair as soon as possible.

**Storage of Artwork:**

Work not picked up by the agreed upon date will be discarded or charged a $25 fee per day.

**SAFETY GUIDELINES**

**Egress**

An unobstructed path must exist for travel between rooms that is at least 36” wide. Neither the front door nor the rear exit door may have a compromised egress.

**Flammable**

Devices with heating elements must have an automatic shut-off. Space heaters must have tip-over detection, protected heating elements, automatic shut-off, and be UL or ETL certified. Heaters must also conform to the electrical guidelines listed in the Electrical section. 3 fire extinguishers are present in the Gallery, one in main gallery, one in kitchen space, and one in storage. All fire extinguishers must be unobstructed and accessible at all times. The use of any gas, electrical arc, flammable liquid, or other combustible equipment is not allowed in the Gallery. Items that produce live sparks such as grinders and pyrotechnics are prohibited. Items that produce live flame such as candles and hot coals are prohibited.

**Chemical**

Any chemical that is corrosive, flammable, combustible, or otherwise possibly damaging to the Gallery is prohibited.

**Floor covering**

Any combustible or flammable material may not encompass more than 10% of the total square footage of the Gallery.

**Trip hazard**

All elements that run through an exhibition space in contact with the floor must have trip hazards mediated. This can be easily remedied by use of low-adhesive tape that does not damage the floor upon removal.

**Electrical**

All electrical devices must be UL or ETL certified and list so clearly on the device. Items needed for exhibition that are not UL or ETL certified can be used if a GFCI adapter is used. If multiple electrical components are needed to run to one outlet for exhibition, a power strip that is UL or ETL certified with surge protection can be used between devices and outlet. The gallery keeps 4 single input GFCI adapters and 3 9-input, surge protected, ETL rated power strips on hand for exhibition use. The connection of an extension cord into another extension cord is prohibited, regardless of cord certification. Exhibitors must use only three-prong, grounded extension cords and adapters. Power strips must connect directly into walls. All devices must be grounded or double-insulated. Items that are not must be made so by GFCI adapter, extension cord, or power strip. Improvised or self-manufactured electrical components must be reviewed and approved by Safety no less than 24 hours in advance of exhibition opening.