Exhibition Policies & Procedures

Contacts
If you have any questions or concerns, please contact
Andrei Renteria, TERMINAL 136 Coordinator andrei.renteria@utsa.edu
or Laura Crist, UTSA Gallery Coordinator Laura.Crist@utsa.edu 210-458-4391

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.

Exhibition Installation/Arrangement
The Curator and/or Artists are responsible for the arrangement and proper installation of artwork within the space. Please work with the Gallery Coordinator and Faculty Sponsor on this matter. Special lighting, equipment or installation considerations should be discussed well in advance. The Gallery Coordinator and/or other students will be available to assist with the installation of guest artist/curated shows. Please make arrangements with the Gallery Coordinator regarding installation schedule and requirements. PLEASE CONSULT THE GALLERY COORDINATOR AND FACULTY SPONSOR REGARDING ANY SPECIAL INSTALLATION NEEDS OR ALTERATION TO THE SPACE. It is the responsibility of the Curator/Exhibiting Artist to restore the gallery to its original condition following the exhibition.

Special Equipment Considerations
If the exhibition demands equipment or facilities that TERMINAL 136 does not have available, exhibitors need to make their own arrangements. Please discuss any special considerations with the Gallery Coordinator.

Graduate Student Exhibitions
Student applicants are responsible for all aspects of their proposed exhibitions, including being present for the entire duration of both Thursday and Friday receptions. Special responsibilities for any student-proposed exhibition include: announcement card image/design; press release text; arranging and installing artwork, special equipment or alterations to the space, lighting, gallery sitting, and restoring the gallery to working order after the exhibition is removed. Please consult with the Gallery Coordinator to coordinate installation/de-installation schedules. Keeping the gallery clean and free from debris at all times and greeting guests in a friendly and informative matter is the responsibility of all exhibitors. PLEASE CONSULT THE GALLERY COORDINATOR AND FACULTY SPONSOR REGARDING ANY SPECIAL INSTALLATION NEEDS OR ALTERATION TO THE SPACE TWO MONTHS BEFORE INSTALLATION.

Announcement Card Design
UTSA will provide one printed announcement card for each exhibition (one per month). High resolution, print-quality digital files (JPEG, TIFF, or PDF formats sized to meet 6”x 8.5” card dimensions) must be submitted to the Gallery Coordinator, and to Vikky Jones (Victoria.Jones@utsa.edu), Graphic Designer for the Art Department, no later than six weeks prior to the show’s opening. Please speak with the Gallery Coordinator to make sure that proper formats and file sizes are submitted for the card design. A four-color front with black-and-white back card will be printed through a local vendor. 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 curator or exhibiting artist(s) should submit a draft press release to the 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 image of current work or work from the exhibition should accompany the press release. The image(s) should be sent in JPEG format and include title, date, materials, artist’s name, and dimensions. All press release information should be sent via email to the Gallery Coordinator, who will prepare the final press release and distribute to select local and statewide media.
Signage
TERMINAL 136 will provide a one-color vinyl wall sign for each exhibition. Please speak with the Gallery Coordinator about design at least two weeks prior to the exhibition if you have special requests.

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 no later than six weeks prior to the show (or upon delivery, whichever comes first) to ensure that wall labels and exhibition checklists can be printed in a timely manner.

Sale of Artwork
Any sales resulting from the exhibition will be handled by the 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.

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 exhibition applicant(s). Please inform the Gallery Coordinator one week before the opening if you have special requests regarding refreshments.

Exhibition Budget
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).

Shipping/ Delivery
Shipping/delivery of artwork to and from TERMINAL 136 is the responsibility of the artist or curator. TERMINAL 136 does not typically cover shipping or delivery expenses (see above). Arrangements for all equipment and materials needed for the exhibition should be made at least 4 weeks in advance of the exhibition.

Gallery Hours
Gallery hours are: Thursday thru Saturday, 12:00 – 5:00 pm and by appointment.

Gallery Attendants/STUDENT Exhibitions
MFA students are responsible for gallery sitting their own MFA Thesis or other student-proposed exhibitions during all posted Gallery Hours. If needed, you are welcome to ask your fellow students to help in covering any times you are unable to gallery sit for yourself. Please advise them that these hours will not count towards their own due hours.