

TOUCHÉ GALLERIE
Guidelines for Exhibiting

What is the Touché Gallerie?

The Touché Gallerie is a gallery on the campus of Bemidji State University located in the town of Bemidji in northern Minnesota. The Touché Gallerie is located in the student union near the student union desk. The gallery is frequently visited by students, faculty and community members. The Touché is currently, and in the past, run by student gallery directors. The Touché Gallerie is a not-for-profit run gallery. There is no insurance offered for exhibits in the Touché Gallerie.

The Touché Gallerie hours are 8:00 a.m. -7:00 p.m., Monday-Friday during the academic year. The Touché is easily accessible to anyone, so feel free to stop by and see the exhibits.

Scheduling:

In order to Schedule a date for an exhibition, please contact the gallery director a minimum of one month prior to your preferred exhibition date. When selecting a date, choose one that you feel will allow adequate preparation time for your exhibition. Once the selected date is approved by the director, the artist should promptly complete the Touché Gallerie contract. The dates of your exhibition cannot be guaranteed until the copy of the completed contract is signed by the Touché Gallerie director.

Proposal:

A written proposal for the exhibition must be submitted with the contract one month prior to the exhibition. The proposal gives a description of the exhibition, what type of work it will include and a brief artist statement. The proposal should be no more than a page long.

Deposit:

A deposit of \$20 will be made when you submit the contract one month prior to the exhibition. The Gallery will accept cash payments only. The deposit will be returned to you on completion of the exhibition if the contract has been upheld. If the contract has been violated the deposit will be kept by the gallery.

Publicity:

The exhibition information and posters must be submitted 2 weeks prior to the opening of the exhibit in order to advertise through HMU. This includes the HMU website, and Table Tents. Posters are the artists' responsibility and must be stamped by the HMU desk.

Important information that should be included in your poster is:

- Name
- Title of exhibit
- Dates of exhibit, including time of opening or closing reception
- Location of exhibit- Touché Gallerie, Hobson Memorial Union, Bemidji State University, Bemidji, Minnesota
- Telephone number at the Union Information Desk: (218) 755-3760
- Touché Gallerie hours: 8:00 a.m. - 7:00 p.m., Monday - Friday
- Disability statement (this is required for all posters hung on campus)

to you on completion of the exhibition if the contract has been upheld. If the contract has been violated the deposit will be kept by the gallery.

3. The exhibition information and posters must be submitted at least 2 weeks prior to the opening of the exhibit in order to advertise through HMU. This includes the HMU website, and Table Tents. Posters are the artists' responsibility and must be stamped by the HMU desk.
4. The artist(s) is responsible for delivery of art work to the gallery and for picking it up at the termination of the exhibition and contract.
5. It is the artist(s) responsibility to install and strike their work. The Student Gallery Director may assist, if arranged at least 2 weeks prior, with the set up and removal of work.
6. No glue, duct tape, spray adhesive, etc. is to be used on the gallery walls. The Touché Gallery will provide supplies and equipment to install most work.
7. Damages done to the gallery or the galleries equipment during your exhibition must be repaired properly by the termination of the exhibition and contract. Holes are to be spackled, sanded, and painted. Scuff marks and smudges must be painted as well. The walls of the gallery should be in good condition at the conclusion of your exhibition.
8. The Touché Gallerie Director and/or Associate Director, HMU reserves the right to remove works that may:
 - Pose a possible safety or fire hazard
 - That detracts from overall exhibit
 - Be markedly different from the submitted proposal for the exhibition
 - Works that are found to be extremely offensive
9. The Touché Gallerie and its management, HMU and BSU, are not responsible or liable for damage, misplaced or stolen items. All works must be properly secured to the walls, podiums, etc. and are the responsibility of the artist(s). Special considerations should be assumed by the artist(s) exhibiting small works (i.e. jewelry, small metals, etc.)
10. HMU shall retain the right to photograph said exhibition for publication in student publications including but not limited to print and electronic.
11. This contract constitutes the entire agreement between the parties. Any Changes in this contract must be in writing, dated, and signed by both parties.
12. If the contract has not been upheld at the conclusion of the exhibition, you may forfeit the ability to reserve the Touche Gallerie. If gallery damages are not repaired at the termination of your contract, you forfeit your \$20 deposit.

Artist(s) Signature: _____ Date: _____

Touché Gallerie Director: _____ Date: _____