



EXHIBITING AT THE UNIVERSITY OF OREGON IN PORTLAND WHITE STAG BLOCK

The White Stag Block is home to the University of Oregon's Portland Programs. Throughout the building, a variety of exhibition space allows students, faculty, departments, and regional and national artists the opportunity to research, explore and present global issues in art and design.

Public exhibition locations are the Light Court Commons, Couch Street Lobby, and Second Floor Common areas. Individual student work will be exhibited in department spaces. In some cases, student group exhibitions may be mounted in the public areas of the building. The Light Court Commons is a multi-purpose space that accommodates exhibitions and events; accepted exhibitions must be amenable to the multi-purpose needs of the space.

Presentation Standards

The University of Oregon in Portland (UO) gives priority to exhibitions that connect to university programs. Presentations accepted for exhibition must meet a high standard related to design, display, content, materials and structure.

Display Parameters

Any use of adhesive, markers, paint or other substances on building walls, floors or other surfaces is not allowed. Absolutely no drilling, nailing or gluing to the floors or ceiling is allowed. **These restrictions apply to all types of displays.**

Wall displays: Wall work is displayed with an Arakawa hanging system (<http://arakawagrip.com/>). The Exhibition Sponsor must provide items framed with picture-hanging wire or printed on panel material, stiffened with a backing material (foam core, styrene, gator board, etc.) Display materials are hung with Arakawa hardware, AF3P (compatible with 1/4" diameter grommets with a 3/16" opening).

Freestanding exhibits: Presentation furniture (i.e. pedestals, cases, vitrines) must be provided by the Exhibition Sponsor and approved by the UO Exhibitions Coordinator prior to installation.

Light Court Commons: Use of the plasma screen, with a 16x9 aspect ratio, is optional. Sound is available for special cases with limited duration.

Roles and Responsibilities

Application: The proposed exhibit must be in pristine condition. Photos, visual aids, and installation layout schematic (please reference floor plan PDF) which accurately describe the presentation, are required with the exhibition proposal form (jpeg, PDF, format or provide a URL). Applications must be submitted using the Exhibition Proposal Form.

Insurance: Non-student artwork requires a signed liability waiver **or** the artwork must include a professional valuation with valid insurance and endorsement documents. Student artwork requires a signed liability waiver.

Security: UO recommends Exhibition Sponsor secure freestanding or technical elements.

Installation and de-install: This is the responsibility of the Exhibition Sponsor, in coordination with the UO Exhibitions Coordinator regarding timeline and facility resources. Required hardware, supplies (L-hooks, wire, etc.) and specialized or power tools are the responsibility of the Exhibition Sponsor.

Communications and events: These are the responsibilities of the Exhibition Sponsor. However, communications and events must be approved and coordinated in advance with the UO Exhibitions Coordinator. Plans for exhibition-related events and/or communications are required in the proposal description.

Third-party: All third-party agreements (e.g. deliveries, guest speakers, catering, etc.) must be submitted to the UO Exhibition Coordinator for approval and coordination.

Contracts: the University of Oregon and the Exhibition Sponsor will agree to prepare and sign either a UO Facility Use Agreement or a UO Personal Property Loan Agreement with all owners of the personal property.

Photography: Exhibition material may be photographed by the University of Oregon, and the images may be reproduced for University's purposes, including documentation and publicity. The University of Oregon agrees to provide appropriate photo credit per reasonable instructions. Given the public nature of the White Stag exhibition spaces, exhibitions may also be photographed by the media and the general public.



EXHIBITION PROPOSAL FORM

Instructions

Complete the following proposal form electronically. Email completed form with example images and a completed installation layout schematic (referencing the floor plan diagram provided at the end of this form) in jpeg, PDF format or URL to the UO Exhibition Coordinator, whitebox@uoregon.edu. The subject line should read: "UO PDX Exhibition Proposal".

Note: Proposals are welcome at any time; however exhibits are typically scheduled six months in advance. Proposals must be received a minimum of four weeks prior to installation. Incomplete proposals will be delayed in the approval process.

Proposals are reviewed by the UO Exhibitions Coordinator and the UO Exhibitions Committee. You will receive either a reply or request for more information, typically within two weeks.

Exhibition sponsor

Name:
Title:
Organization or department:
Contact phone:
Contact email:

Submitted date:
UO affiliated:

Additional co-sponsors (use additional pages if necessary)

Name:
Title:
Organization or department:
Contact phone:
Contact email:

UO affiliated:

Primary contact person (if different than Exhibition Sponsor)

Name:
Title:
Organization or department:
Contact phone:
Contact email:

UO affiliated:

Secondary contact person

Name:
Title:
Organization or department:
Contact phone:
Contact email:

UO affiliated:

Art handler or installer (if different than Exhibition Sponsor)

Name:
Title:
Organization or department:
Contact phone:
Contact email:

UO affiliated:



Insurance

Upon proposal acceptance Exhibition Sponsor agrees to sign a liability waiver **or** provide proof of insurance.

Name and contact information of insurer:

Estimated value of collection:

Date of last professional valuation:

Exhibit Title

Description of exhibit (attach sample images, diagrams and installation schematic in jpeg, PDF format or provide a URL)

Artist, creator, or organizational description:

General description of content:

Type of material for display:

Number of pieces and approximate scale:

Commons plasma screen (optional) – provide a description of the video or slideshow content:

Run time:

Describe the exhibit's relevance to the UO mission as well as local or global interests

Proposed dates of exhibit (installation and de-installation are responsibility of the Exhibition Sponsor)

Open and close:

Install and de-install:

Estimated running feet (wall-hung work – horizontal measurement and estimated spacing is required)

Estimated square footage of floor space (dimensions of furniture units; space is limited due to active events schedule and ADA space requirements):



Anticipated audience (interested or related community partners, groups to contact for promotion and traffic flow for associated events; aspects to consider may include age, motivation, origin of visitor and language [culture], target community, gender, etc.)

Events (reception, lectures, films, workshops, outreach programs, First Thursday; estimated attendance) Holding events is optional.

Promotion and communications (provide descriptions and specifications; for press release, paid advertising, social media, posters, brochures, cards, announcements, e-blasts, etc.; who will be responsible for exhibition promotion?)

Exhibition history

Is the exhibition to be loaned from another institution or traveling exhibition service? If yes, list the source(s):

Has the exhibition been shown within the last year?
If so, where and when:

Exhibition condition

Proposed means of installing (Arakawa and/or freestanding furniture)

Arakawa Hanging System (provided by the University of Oregon):

Describe furniture in detail (please provide photos of furniture and installation schematic in jpeg, PDF format or provide a URL):



Technological needs (responsibility of Exhibition Sponsor)

Plasma Screen:

If yes, what support is needed?

Lighting:

If yes, what support is needed?

Computer or touch screen kiosk:

If yes, what support is needed?

Projector: Quantity:

If yes, what support is needed?

Signage

Will didactic materials and/or labels be included? If yes, submit a graphic of proposed signage with appropriate font and composition (jpeg, PDF format or provide a URL).

Material:

Size:

Security (Exhibit areas are open to the public. It is recommended that all freestanding and technology elements be secured by the Exhibition Sponsor. Identify your security needs assessment and resources for example: cable locks.)

Anticipated exhibition installation plan (Arrangements and execution are the responsibility of the Exhibition Sponsor in coordination with the UO Exhibitions Coordinator. Please identify installation needs, who will be responsible for securing necessary arrangements, and what public or private entity will provide rentals and services.)

Loading dock (provided by the University of Oregon):

- Cart dollies: If yes, who?
- Delivery truck: If yes, who?
- Dolly lift: If yes, who?
- Offsite storage: If yes, who?

Shipping:

If yes, from where?

Who is the contact at the point of origin? Include the name, phone number, mailing and email address.

Identify packing and shipping materials?

Identify shipping carrier (US Post, UPS, FedEx, art handler, private service, etc.).

Install process

How long does installation typically take?

What type of assembly is required, does it involve crate unpacking?

Does the exhibition come with assembly guidelines?

If no, please describe the resources for installation guidelines.



Identify the approximate weight and dimensions per piece.

Does the install require floor protection (the Light Court Commons floor is marble and granite; Masonite or equivalent covering is required for displays of excessive weight. Floor protection is the responsibility of the Exhibition Sponsor).

If yes, please describe the floor protection plan.

How will exhibition materials be transported between short distances, is it on wheels, will it require a dolly lift?

Does the display require wireless data needs? If so, describe those needs?

Is the display lighting self-contained or does it rely on existing lighting? What are the requirements?

Does this display have electric needs, if so, are they self-contained? What are the requirements?

What hardware, supplies (L-hooks, wire, etc.), specialized or power tools will be needed for installation? Hardware, supplies, and tools are the responsibility of the Exhibition Sponsor.

Install staff

Who is supervising the installation process? What are their qualifications?

How many people are committed for installation support?

Will contracted services be hired (professional art handlers, carpenters, electricians)? If so, identify them.

Anticipated exhibition de-installation plans (Arrangements and execution are the responsibility of the Exhibition Sponsor in coordination with the UO Exhibitions Coordinator. Please identify de-installation needs and who will be responsible for securing necessary arrangements, and what public or private entity will provide rentals or services. Note if plans are the same as previously listed installation plans.)

Loading dock (provided by the University of Oregon):

Cart Dollies: If yes, who?

Delivery truck: If yes, who?

Dolly lift: If yes, who?

Offsite storage: If yes, who?

Shipping:

If yes, to where?

Who is the contact at the destination point? Include the name, phone number, mailing and email address.

Identify packing and shipping materials?



Who is responsible for packing?

What are their qualifications?

Identify shipping carrier (US Post, UPS, FedEx, art handler, private service, etc.).

De-install process

How long does de-install typically take?

Describe the de-installation process (e.g. crate packing)?

Does the de-install require floor protection (the commons floor is marble and granite; Masonite and or equivalent covering is required for exhibition displays of excessive weight, and is the responsibility of the Exhibition Sponsor)?

If yes, please describe the floor protection plan.

How will exhibition materials be transported between short distance locations, is it on wheels, will it require a dolly lift?

What hardware, supplies (L-hooks, wire, etc.), specialized or power tools will be needed for de-installation (hardware, supplies, and tools are the responsibility of the Exhibition Sponsor)?

De-install staff

Who is supervising the de-installation process? What are their qualifications?

How many people are committed for de-installation support?

Will contracted services be hired (professional art handlers, carpenters, electricians)? If so, identify them.

Total overall budget (includes, but not limited to: shipping, insurance, display, design, installation and fabrication, contracted services or labor, public relations and marketing, programs and events). The University of Oregon reserves the right to cancel exhibition agreements if exhibition budget is not reached in full four weeks prior to installation date.

Funding source(s) (list):



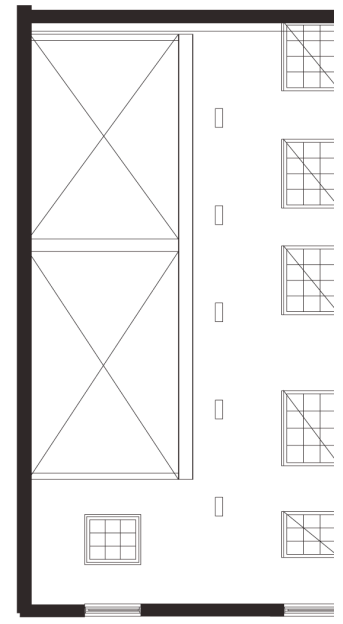
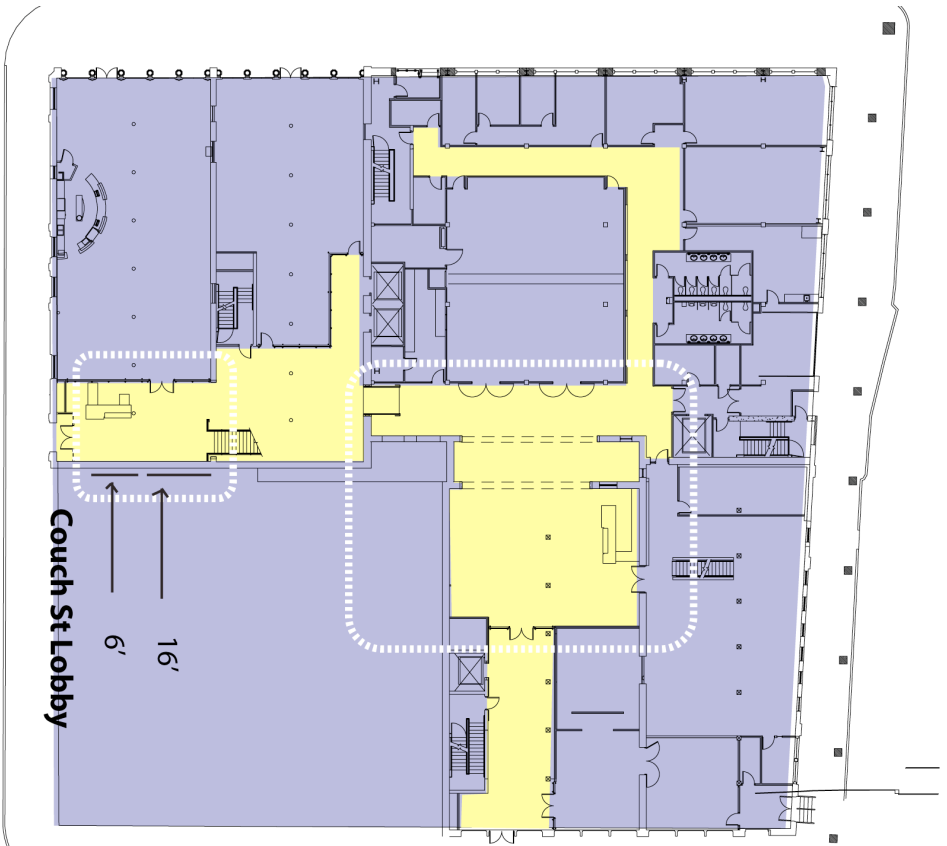
Additional comments: Special needs or restrictions, etc.

OFFICE USE ONLY

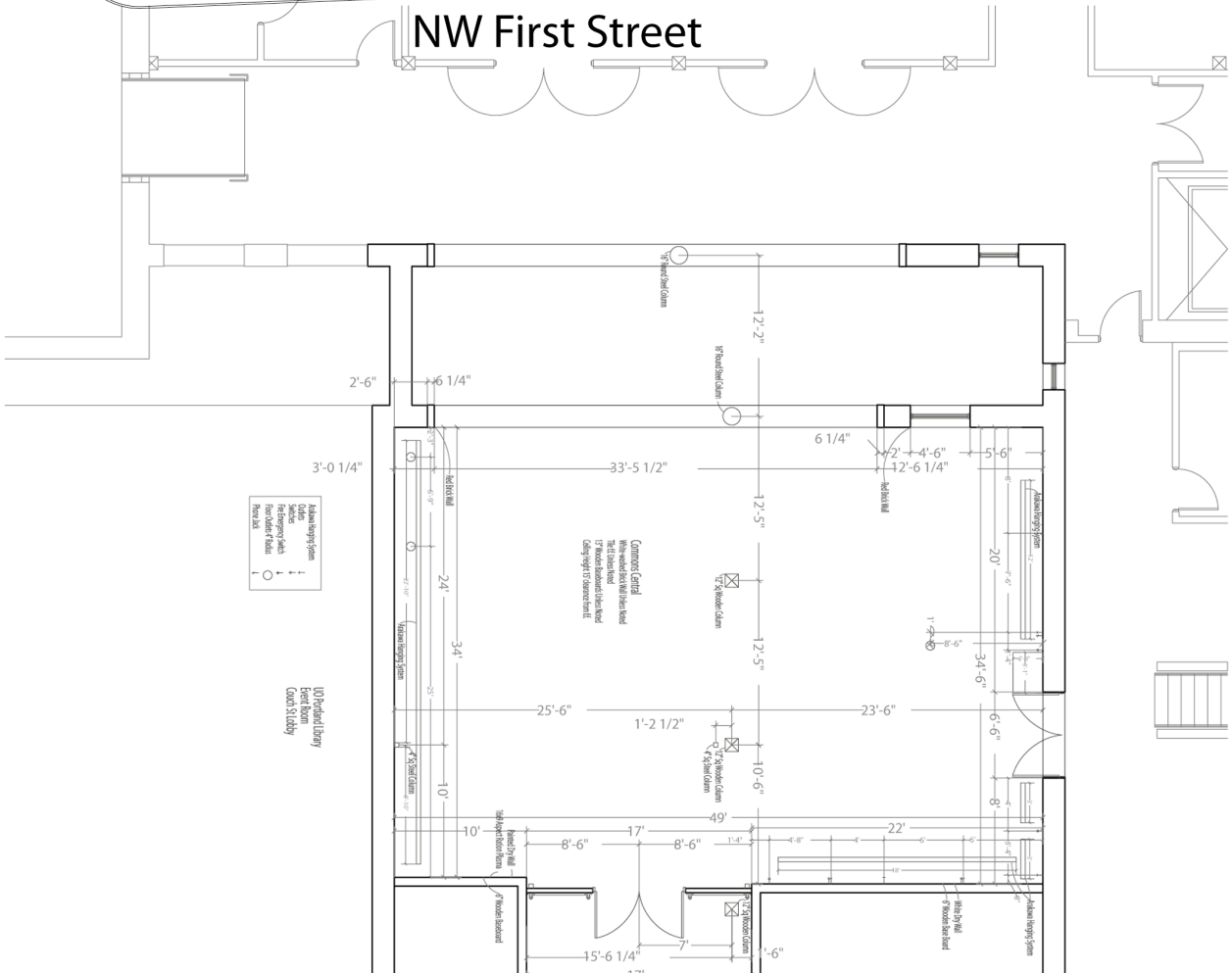
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Approved date: _____ Budget due date: _____
Approved by: _____
Comments: _____

NW Couch Street

Couch St Lobby

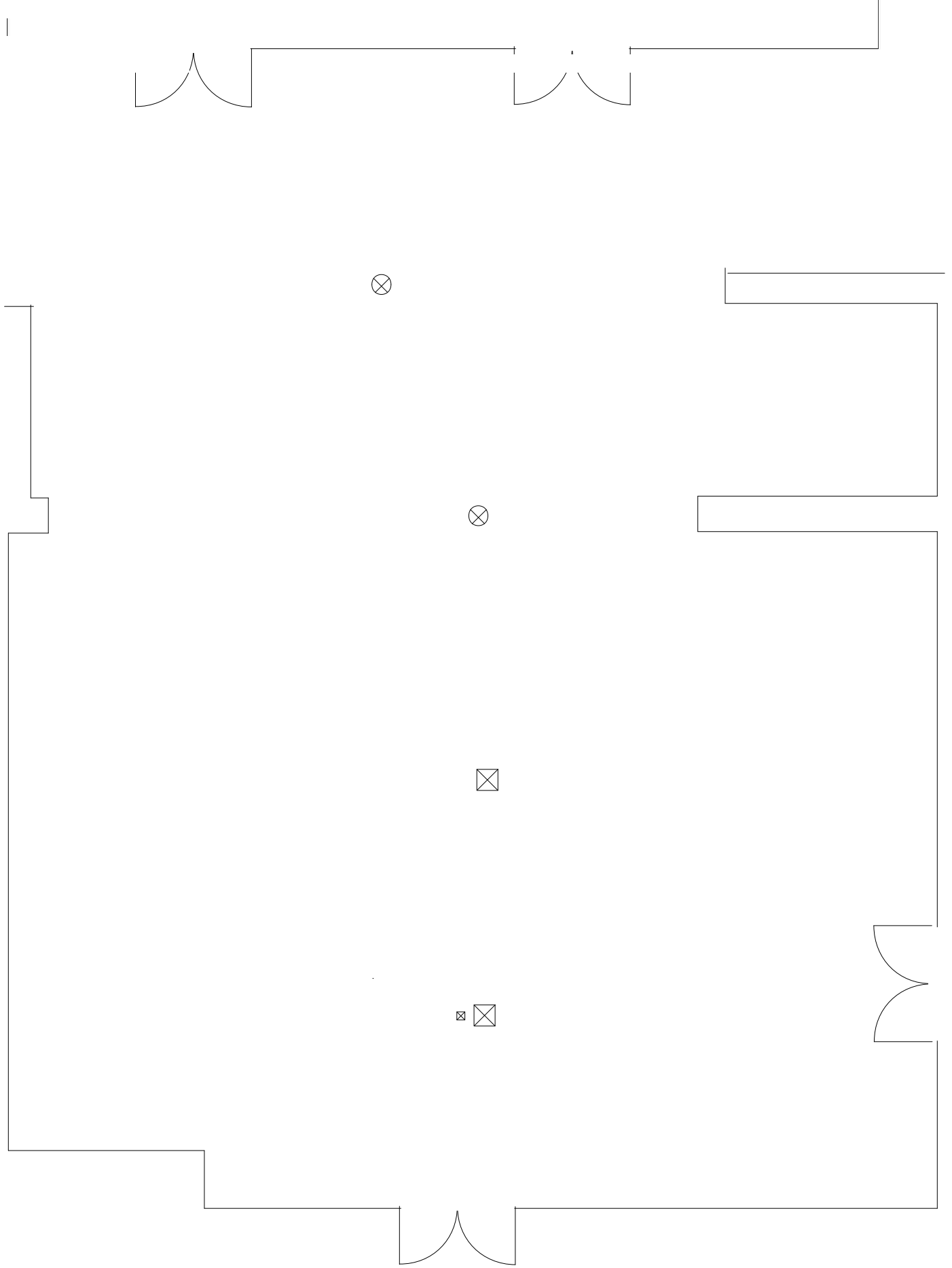


NW First Street



- U0 Perforated Lobby
- U1 Perforated Lobby
- Other
- Solid
- Stair
- Stair/Platform
- Stair/Riser
- Stair/Handrail
- Stair/Handrail
- Other

NW
Burnside



Light Court Commons Layout Schematic