

Roski School of Art and Design Annual Student Exhibition 2019

Submission Guidelines

The Roski School of Art and Design and Fisher Museum each support a professional artist and museum relationship. Professional museum standards, particularly regarding safety, and the presence of your artwork in the exhibition, are important factors to consider while exhibiting because these are the same professional standards for every major museum in Los Angeles.

Requirements for Submission

2D work:

- Artists submitting flat work, (e.g., drawings, photos, etc.) not framed or to be secured under Plexiglas, should list or state the type and nature of attachment to the wall. Unless you specify otherwise, professional installers will make the decision about attachment based on the work's materials and its best interests. Pushpins, Velcro, plastic fasteners, Plexiglas, and/or museum tape, are some of the materials which might be used.
- Work submitted already framed should include hardware for hanging (e.g., D- straps or French cleat, etc.). Work that is matted and then placed under Plexiglas would be attached to the wall with mirror clips. (Vendors for Plexiglas, as well as framing and matting services, have been listed at the end of this document. Please note there are many methods and vendors throughout Los Angeles that specialize in framing and mounting photographs, drawings, etc. – many of whom are not listed here). We encourage you to discuss installation options with your faculty members and also to research vendors and services on your own.
- When entering a series or a collection of more than one work please indicate that it is in fact a "series." If your work is to be shown exclusively as a series or collective body of work, please indicate this on your submission form. At times, the Jurors may want to select parts or individual pieces from the series for the exhibition. If this is acceptable, please make this choice clear on your entry.
- If the work is to be displayed as a series, please indicate the correct sequence of the series or, multiple objects, images, etc. by numbering each piece and indicating which side of the piece is the top. Please also provide a simple diagram showing where each number/piece is meant to go so that your work is installed in the correct sequence and visual order.
- Please consider the size of paintings that you submit to the show. The work must have no dimension larger than 108 inches. All work must fit through the Fisher

Museum doors. Any larger work that does not meet these dimensions will be accepted or denied at the discretion of the Fisher Museum Staff.

- The Fisher Museum will not accept any wet or sticky paintings into the museum. Paintings that are still wet on the submission days or are larger than 108 inches will be juried in the Roski painting studios (Harris 201,202,203). **If the painting is not wet or larger than 108 inches, you must bring the work to the museum during the submission period.**
 - If you are submitting a large or wet painting **you must still come to the Fisher Museum during the submission period and fill out a submission form.** You will then be given a copy of the submission form to attach to your painting in the studio so that the work can be identified during the jury process.
 - Please attach the submission form to your work where it can be clearly seen and make your work plainly visible in the studio so that it can be easily identified during the jury process.
 - Please note that **once the work is entered into the show, no more work, or alterations to the piece can be made.** The work will be documented in the studio to ensure that submitted work remains unchanged during the time leading up to the jurying process.

3D work:

- Please consider the size of sculptures and/or paintings that you submit to the show. The work must be no larger than 108 inches. All work must fit through the Fisher Museum doors. Any larger work that does not meet these dimensions will be accepted or denied at the discretion of the Fisher Museum Staff.
- Please provide a thorough description of how you would like the work to be shown (e.g., will the work be displayed on a pedestal, on the ground, on the wall, etc.?). If the piece has multiple components please number the pieces and provide a diagram of how the pieces should be installed in relation to one another. Please also indicate which way is up. Directions must be marked by you either directly on the work or on a firmly-attached sheet of paper.
- If a work has electrical components and is to be plugged in to any outlet in the Fisher Museum, it will be at the Museum staff's discretion to have the work reviewed by University electricians and or fire safety staff to determine whether the work is safe to be exhibited "as-is." Work that is subject to changes and safety modifications, within a reasonable time will be exhibited. Please note that any work that is plugged in will be unplugged at the end of each day and may be unplugged whenever Fisher Museum staff deems necessary.

- Similarly, 3D work must be structurally sound. This means that the work must stand up under its own weight, must not be in any danger of collapsing, and must not pose any other safety issues (e.g., sharp edges, toxic components, etc.) It will be at the Museum staff's discretion to have the work reviewed by University facilities staff in order to determine whether the work is safe to be exhibited "as-is." Work that is subject to changes and safety modifications, within a reasonable time, will be exhibited.
- Large 3D work will be juried in the sculpture yard adjoining Watt Hall. This means work that is near the 108-inch size limit, which requires assembly of multiple components, or is exceedingly heavy or difficult to move. **If the work does not meet this criteria, you must bring the work to the museum during the submission period.**
 - If you are submitting a large sculpture **you must still come to the Fisher Museum during the submission period and fill out a submission form.** You will then be given a copy of the submission form to attach to your sculpture so that the work can be identified during the jury process.
 - Please attach the submission form clearly to your work and make your work easily visible in the studio so that it can be identified during the jury process.
 - Please note that **once the work is entered into the show, no more work, or alterations to the piece can be made.** The work will be documented in the studio following submission to ensure that submitted work remains unchanged during the time leading up to the jurying process.

Video and Web-based Work:

- Video work should be submitted as: qucktime.mov encoded h264 video and AAC sound on a thumb drive OR burned to a DVD as a Quicktime.move file.
- Please indicate the following with your submission
 - Is the video to be displayed single channel (against a wall) or as part of an installation or sculptural work.
 - Space requirements: how big do you expect the work to be?
 - Equipment requirements. For example, video projector(s), monitor(s), flat-screen, speakers?
 - Installation diagram: please thoroughly detail how you intend your work to be exhibited both in writing and by way of a visual diagram.
 - You may be contacted by Fisher Museum staff In the event that your assistance or clarification is needed during the installation of your piece.
- Web-based work should be submitted with the entire project burned onto a CD or on a flash drive.

- Please indicate the following with your submission:
 - Please describe how you intend the work to be presented. For example, will the laptop be placed on a pedestal, on the ground, or in a vitrine?

Performance Work:

- The Jury Committee will also consider performance works. Please submit a proposal for the performance which describes the work in as much detail as possible. All proposals for performance work must also list the name of a faculty mentor. Please note that performance work can be performed once during the opening reception of the show. Please refer to critical dates section below for information pertaining to the opening reception.

Proposals for performance work should include the following:

- Written description of the performance
- Diagram of location along with pictures of props, costumes, etc.
- List of props, equipment, special effects, or sound effects used in the performance
- Number of participants
- Name of person(s) providing props and any crew members assisting with the performance
- Schedule of events (timeline) for the performance
- Name of Roski School of Art and Design faculty mentor overseeing the planning of the performance

General Guidelines:

- All work that you intend to enter must be completed prior to the entry form being accepted. All work is considered to be complete on the day of entering and acceptable to the inventory of “student art-work to be juried.” This applies unless otherwise amended or approved by Fisher Museum staff.
- Neither student, staff, nor faculty will continue to work on, or add new elements to art-work that is submitted, accepted, and/or in process of being installed.
- Once work has been submitted and accepted into the show, the work may not be removed from the Museum until the close of the exhibit. Please see dates for pick-up in critical dates section below.
- The Museum will contact the student, artist, or faculty in the event a work of art is in need of adjustment or repair. If the artwork is unsafe, falling apart, or in a state of decomposition after entering and or being accepted, Fisher Museum will

contact the appropriate Roski School of Art and Design faculty regarding the action to be taken.

- Raw materials: Fisher Museum staff will determine on the day the artwork is entered, or prior to the day of installation, if the materials used are in any way wet, hazardous, toxic, or inconsistent with the Museum's objectives and professional standards. Use of wet paint, wet clay, liquid solvents, etc., that are safety issues for museum staff, visitors, or the physical area will be determined acceptable or not by the Fisher Museum.
- Work that is meant to be hung from the ceiling will be accepted into the show at Fisher Museum's discretion.

Critical Dates

Online Application due:

- Thursday, April 11 by 11:59 pm

Dates for submission of work at Museum:

- Wednesday, April 17, 12 pm – 4 pm
- Thursday, April 18, 9:30 am – 4 pm

List of accepted works posted at Museum:

- Monday, April 22

Work not accepted must be picked up at Fisher Museum

- Monday, April 22, 9:30 am – 4 pm

Opening Reception:

- Tuesday, April 30, 5 – 7 pm

Exhibition Dates:

- Wednesday, May 1 – Friday, May 10, exhibition closes at 2pm

De-installation and collection of work:

- Friday, May 10, 2 – 3 pm, USC Fisher Museum
- Monday, May 13, 9 am – 4:30 pm, USC Fisher Museum
- Tuesday, May 14 – Friday, May 17, 9 am – 4 pm, Watt Hall 104
- **Please note that the Roski School of Art and Design is not responsible for work not picked up by Friday, May 17 at 4PM.**

Vendor List

Vermont Outlet True Value Hardware

2929 S Vermont Ave Los Angeles, CA 90007
(323) 734-4477

The Home Depot - Wilshire/Union

1675 Wilshire Boulevard
Los Angeles, CA 90017
(213) 273-8464

Ashley distributors

5722 w. Jefferson blvd. (east of la cienega)
los angeles, ca 90016-3107

Mcmaster-Carr

<https://www.mcmaster.com/#>
9630 Norwalk Blvd.
Santa Fe Springs, CA 90670-2932
sales and customer service
(562) 692-5911
(562) 641-2800

CALIFORNIA ACRYLIC DESIGN

4617 W. Washington Blvd.
Los Angeles CA 90016
acrylicdesign1@yahoo.com
(323) 935-1083
(310) 559-7747

Valley Moulding & Frame

10708 Vanowen St
North Hollywood, CA 91605
Neighborhood: North Hollywood
(818) 769-5656
<http://www.valleymoulding.com/>

Framing House Design

942 N. Broadway St. Suite 101B
Los Angeles, CA 90012
Phone: 213.621.0295

Finishing Concepts

5596 Bandini Blvd
Bell CA, 90201
Phone: 323.261.5363
<http://www.finishingconceptsinc.com/>

Weldon Color Lab (photo printing & mounting)

8945 Exposition Blvd.
Los Angeles CA, 90034
Phone: 310.837.7811
<http://www.weldoncolorlab.com/>