



2023 ANNUAL BFA EXHIBITION

April 14 – May 13, 2023

KCAI ANNUAL BFA EXHIBITION EXPERIENCE - GUIDELINES

All eligible seniors graduating with a Bachelor of Fine Arts Degree from the Kansas City Art Institute have the opportunity to represent their graduating class in the *Annual BFA Exhibition*. This exhibition represents the culmination of your academic experience at KCAI, while serving as an important preview and introduction to your thesis projects for your peers, family, friends, arts professionals, collectors, and the public. We consider it a privilege and honor to work with every graduating senior to help make the best BFA exhibition possible. To that end, we would like to outline some important elements of this collaboration:

- The *2023 Annual BFA Exhibition* is co-hosted by the H&R Block Artspace and the KCAI Gallery: Center for Contemporary Practice.
- This exhibition opportunity is designed to provide support and a platform for you to do your best work and to create a meaningful experience for the public.
- It will be important to have direct, professional, and open lines of communication via email.
- We appreciate you being nimble, flexible, and respectful to help foster a cooperative and collaborative environment for your peers.
- These guidelines are subject to the current KCAI COVID-19 protocols, and any new restrictions deemed necessary for the safety of the KCAI Community.

GUIDELINES

- Installation will take place during designated hours. Assistance will be available but not outside of the set installation days and times.
- There are select days and times scheduled for installation, and a number of people will need to be in the galleries. Plan ahead by scheduling enough time to install and troubleshoot your work (in addition to the time you have already scheduled in your studio).
- To maximize efficiency; if you have your own tools, put your name on them and bring them.
- Make sure your piece will fit through the doors! Artspace front and back doors are 81 x 40 inches, and the south freight entrance is 75 x 55 inches; the KCAI Gallery main entrance is 84 x 84 inches.
- You may be responsible for providing a lift (with approval) or extra tall ladder (with spotter) if your installation requires.
- Should you need a lift, you will need to reserve it for both the installation and the de-installation, which will cost about \$400, if not more. If more than one artist needs a lift, you can split the cost and we will schedule your installations accordingly. The KCAI Magic Sock Grant awards monies to one person or dispersed among several people.
- Artists must get approval from gallery staff and the Head of Facilities for installations outside the gallery buildings.
- The galleries may require a deposit depending on the scale and scope of your projects and how it affects the facilities. If required, you will need to write a check for the determined amount (\$100 minimum), which will be returned to you at the completion of the de-installation and reclamation of the gallery space.
- Consider whether non-traditional exhibition spaces might enhance the experience of your work (i.e. bathrooms, elevator, windows, ceiling, etc.).
- Artists are responsible for keeping any plant-life or other organic elements of their work alive. Any watering must take place during gallery hours.
- Think about ways to expand your practice. Do you want to propose collaborations, events, or performances? If you primarily work in a commercial setting or with client-based relationships, think about how your work might best be exhibited. Do you want to make a zine and distribute it? Are you interested in creating web content? Are you interested in planning an event or happening?

2D WORK

- It is strongly encouraged to exhibit 2D works on paper in a frame unless a different presentation is conceptually relevant. This presents the work in a professional manner while protecting it.
- 2D work can be mounted, floated, framed with glass or plexiglass, or framed without glass.
- For larger works, plexiglass is a smart consideration, as it is significantly lighter than glass and easier to move and ship.
- When hanging a panel or stretched canvas, be sure to consider the edges of the panel or stretchers and be sure that they look finished and intentional, not messy and unprofessional.
- All framed works must have D-rings or French cleats for hanging purposes. D-rings are available in a number of sizes to support both heavy and light works. D-rings should be attached to the back of artwork or frame $\frac{1}{3}$ of the length down from the top of the frame.
- The galleries will provide wall hooks and will install 2D work for you.
- Plan ahead! Framing of any kind can be expensive and can take up to 3 weeks.
- If it is your first time making a frame, consult someone who has built them before, and schedule enough time to make tests before you frame or matte your actual piece.
- Ikea frames are cheap for a reason and don't hold up well. They do not have the proper hardware for installation.
- Bring any framing questions you may have to a member of the BFA Exhibition Team.
- If you need to install your work to the wall using a different method, you must get approval from gallery staff.

DIGITAL WORK

- Artists are responsible for providing all electronic equipment (media player, projectors, monitors, etc.)
- All electronics must have a remote control and the remote control must be labeled with (artist name / title of work).
- All time-based work should loop and be submitted on a flash drive in a MPEG-4 (MP4) format for output on a MICCA player.
- Please think about all of your equipment needs: external sound equipment, headphones, additional power cords, extra-long AV cords, etc. You will be expected to provide all of these.
- You must provide detailed instructions on how to turn the work on/off. The galleries ask that you make the process of turning your work on and off as seamless and easy-to-understand as possible.
- Most importantly: test your media formatting with the equipment you are using prior to installation. Spend time with your technology equipment before installation and be sure everything is compatible. Troubleshoot in your studio, *not* at the exhibition venue.
- If you plan to use a projector, you need to address an installation plan in your review session. Typically, the projector will be installed in the ceiling rafters.
- Artists who plan to install a media player in the ceiling rafters at the Artspace may need to provide a wood board painted black to be camouflaged in between the ceiling rafters.
- If enough artists are working with video, we may combine several works onto one monitor and create a screening station.
- If you are using a monitor, you can mount the monitor on the wall, reserve one of the gallery pedestals or you can provide your own pedestal. Plan ahead, as Artspace pedestals will be limited and on a first come, first serve basis.

SCULPTURAL WORK

- If you plan to exhibit sculpture, you will need to determine whether or not you need a pedestal or a shelf. The galleries have a limited number of pedestals available on a first come, first serve basis.
- You are encouraged to build your own shelf or pedestal to the specifications of your work. The gallery staff will be available to consult and work with you during the designing and building process.
- Artists who want to hang work from the ceiling should look at the different types of rafters or ceiling mounts in each gallery. The width and length of the rafters vary and not all rafters end flush to the wall.
- You will need to work with gallery staff to determine how best to install your piece.
- With approval, you may hang from the ceiling and from the top of the walls in the galleries.