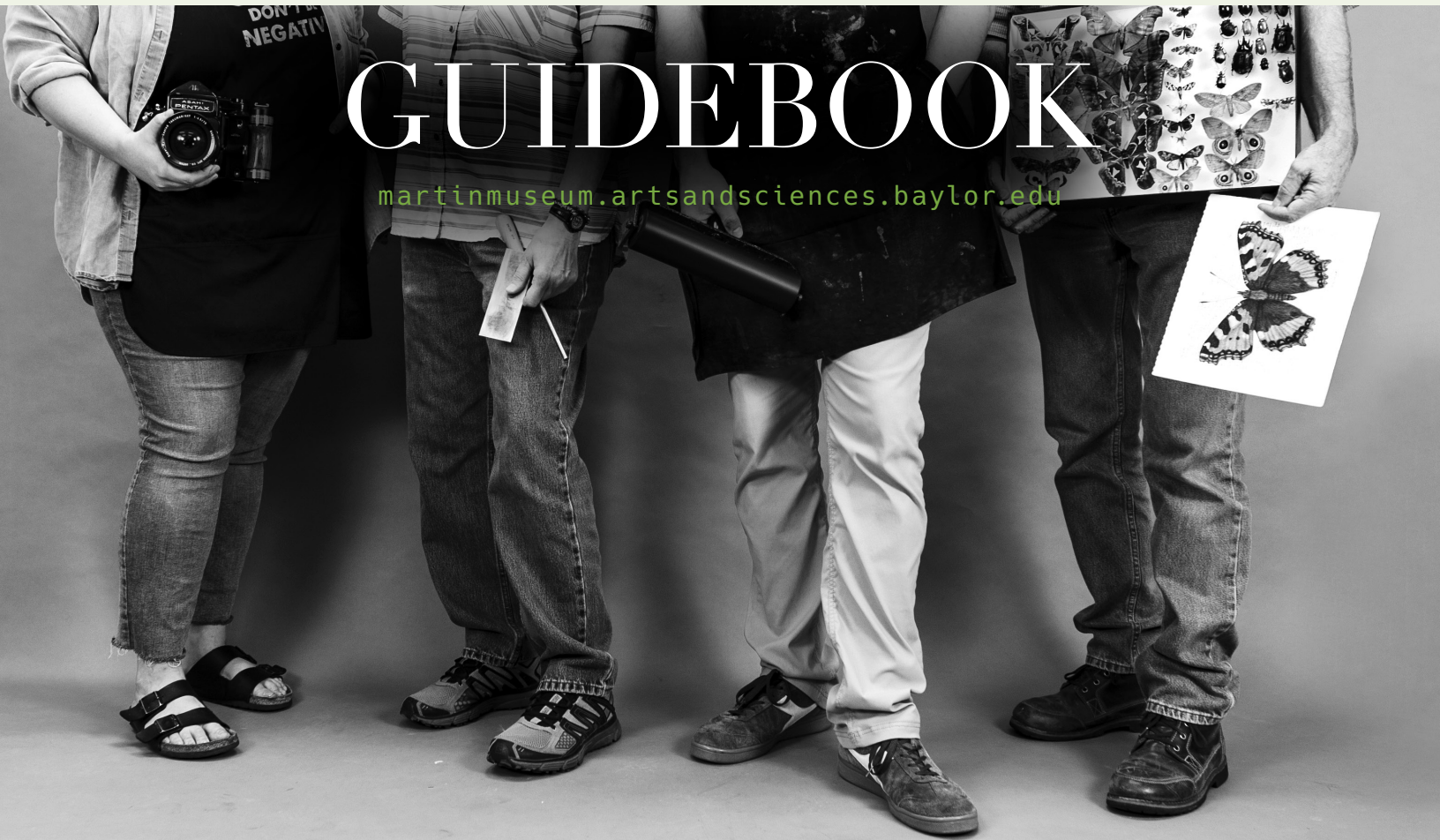




# THE FACULTY BIENNIAL EXHIBITION



## GUIDEBOOK

[martinmuseum.artsandsciences.baylor.edu](http://martinmuseum.artsandsciences.baylor.edu)

MARTIN  
MUSEUM of ART

 Baylor University  
COLLEGE OF ARTS & SCIENCES  
Department of Art & Art History

# EXHIBITION CONTRACT

The Exhibition Contract is a formal and legal agreement between you, Baylor University, and the Martin Museum of Art. By signing, you are agreeing to provide, perform, and otherwise meet the obligations of that contract. All parties that exhibit with the Martin Museum of Art are required to enter into contract.

## BASIC INFORMATION

Exhibition Title: Department of Art & Art History *Faculty Biennial Exhibition 2024*

Exhibition Dates: January 16 – March 10, 2024

		<b>MARTIN</b> MUSEUM of ART
<b>EXHIBITION CONTRACT</b>		
Insert Date		Page 1 of 2
<b>EXHIBITOR: (Artist)</b>		
<b>EXHIBITION TITLE:</b> <i>Faculty Biennial Exhibition</i>		
<b>EXHIBITION DATES:</b>		
<b>SHIPPING:</b>		
Artwork must arrive at the Museum by: <b>DATE</b>		
Artwork must be removed from the Museum by: <b>DATE</b>		
<b><u>SHIPPING ADDRESS:</u></b>	<b><u>POSTAL ADDRESS</u></b>	
Martin Museum of Art	Martin Museum of Art	
Baylor University	Baylor University	
60 Baylor Avenue	One Bear Place #97263	
Waco, TX 76706	Waco, TX 76798-7263	
Work must be shipped in sturdy, reusable cartons prepared at the exhibitor's expense.		
Baylor will not pay for cartons or crate building.		
<ul style="list-style-type: none"><li>• <i>Please do not use loose "peanuts" packing material. Bagged "peanuts" are acceptable.</i></li><li>• <i>Arrangements for delivery and <u>return shipping</u> are to be made by the exhibitor.</i></li></ul>		
<b>INSURANCE:</b> Baylor will insure artwork from time of arrival to time of departure from campus.		
<b>FEES / HONORARIA:</b> Fees/Honoraria are not associated with the exhibition.		
<b>PUBLICITY:</b> Baylor University will formulate a press release for distribution to university newspaper, local newspaper, local network television and local radio station.		
<b>RECEPTION:</b> A reception is scheduled for DATE.		
<b>TRAVEL / LODGING / MEALS:</b> Travel, lodging, and meals will not be provided by the Martin Museum of Art.		
<b>PUBLICATIONS:</b> A exhibition booklet may be produced in connection with this exhibition. The exhibitor will receive 10 copies. A digital version may be created for use on the Museum's website.		
<b>SECURITY:</b> The Martin Museum is rated moderate to high security and features a computerized alarm system, LED track lighting (no natural light), and an attendant/gallery guard on duty during open hours.		
<b>SALES:</b> Individuals interested in the purchase of works in the exhibition will be referred to artist directly. If artwork is sold, it must remain on exhibit for the entire duration of the exhibition.		
<b>REPRODUCTION OF ARTWORK:</b> Baylor University reserves the right to photograph exhibited works for the purposes of publicity and education only.		
60 Baylor Avenue (physical address) One Bear Place #97263 Waco, TX 76798-7263		
Phone: 254-710-4734 Fax: 254-710-1566 <a href="http://www.baylor.edu/martinmuseum">www.baylor.edu/martinmuseum</a>		

SAMPLE

EXHIBITOR CHECKLIST

**ITEMS DUE ON OR BEFORE: DATE**

*Please submit all items via the Martin Museum website..*

- High-resolution images of exhibition pieces(for publicity and booklet).
- Biographical Statement
- Artist/Research Statement
- Complete inventory of work including title, medium, dimensions, year, *insurance value*, and price if work is for sale, otherwise indicate NFS in Excel document (template will be provided)

**EXHIBITOR AGREEMENT**

**In accordance with its mission, Baylor University and the Martin Museum of Art reserve the right to determine whether artwork is appropriate for public display at Baylor.**

If the procedures, schedules, and responsibilities as outlined in this agreement are acceptable to you, the exhibitor, please sign and date this form and return the original in the enclosed, self-addressed envelope.

**Call (254) 710-4734 if you have any questions or concerns prior to returning this contract.**

---

Signature of Exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Exhibitor (please print): \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

---

Approved and recommended for acceptance by Baylor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Allison Chew  
Director, Martin Museum of Art

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Marsha J. Duckworth  
Assistant Secretary

Baylor University: \_\_\_\_\_ Date: \_\_\_\_\_

Nancy Brickhouse  
Provost and Vice President

60 Baylor Avenue (physical address) One Bear Place #97263 Waco, TX 76798-7263  
Phone: 254-710-4734 Fax: 254-710-1566 [www.baylor.edu/martinmuseum](http://www.baylor.edu/martinmuseum)

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## CONTACT

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Allison Chew | Director, Martin Museum of Art | [Allison\\_Chew@baylor.edu](mailto:Allison_Chew@baylor.edu)

# BAYLOR LICENSING AGREEMENT

The Baylor Licensing Agreement allows the Martin Museum of Art to publish images of your artwork, or images of work you have researched. We use this legal document as an agreement between you, the Museum, and Baylor University to facilitate the printing of the exhibition catalog.

## BASIC INFORMATION

### Studio Artists

By signing this agreement, you allow the Martin Museum to publish your work in a printed and digital version of the exhibition catalog at no charge.

You will retain the copyright to your work. This only allows the Museum to publish on the occasion of the exhibition.

### Art Historians

Images of work you research should be properly credited.

The Martin Museum is happy to work directly with institutions if needed, or you can arrange for image rights and reproduction.

Some institutions or organizations have specific legal documents to sign. Please consult with Martin Museum staff to ensure we are meeting the needs of these organizations.



**AGREEMENT FOR REPRODUCING WORK**

THIS AGREEMENT made by and between Baylor University, a Texas nonprofit corporation (“Baylor”) and Robbie Barber (“Licensor”).

1. **Grant of Permission.** Licensor hereby grants to Baylor, and Baylor accepts, the non-exclusive right and license to reproduce and publish images of Licensor’s artwork, throughout the world in any media now known or hereafter developed, in a catalog to be offered to the public by Baylor to help support Baylor’s Martin Museum of Art. The catalog is expected to be published on or about January 18, 2022. A copy or description of the Licensor’s artwork to be included in the catalog is attached and referred to hereafter as the “Work.”

This grant of permission covers the copyrights and any other rights that Licensor has in the Work and is made in exchange for good and valuable consideration, including Licensor’s agreement to allow Baylor to use the Work for the mutual benefit of both parties; that is, the Licensor receives the benefit of having Licensor’s artwork displayed for exposure to the public through the catalog, and Baylor receives the benefit of having the Licensor’s artwork displayed in the catalog that it will sell to the public with the proceeds supporting Baylor’s Martin Museum of Art; as well as the mutual covenants and representations contained herein.

2. **The Use.** Baylor’s use of the Work for such catalog includes the right and license to make, reproduce, and distribute print, digital, or other available media copies of the Work to the public in the catalog, through any media now known or hereafter developed, including the internet, throughout the universe.

3. **Term.** This license shall remain in effect for the duration of the copyright of the Work unless sooner modified or terminated by mutual written agreement of the parties.

4. **Miscellaneous.** Licensor warrants and represents that the Work is original and does not and will not infringe upon or violate the rights of any third party.

5. **Governing Law.** This Agreement shall be construed in accordance with and governed by the law of the State of Texas in the United States of America without regard to conflicts of law principles.

IN WITNESS WHEREOF, Licensor and Baylor have executed this Agreement on the dates shown below.

BAYLOR UNIVERSITY

LICENSOR

By \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# DOCUSIGN

Baylor University utilizes DocuSign for contract execution via e-signature.

Baylor will send the contract out for signature via DocuSign to the party entering into a contract with the University. Upon signature by the second party, Baylor’s signatory will sign the contract. A fully executed contract will be sent automatically to the second party signatory via DocuSign after all parties have signed the agreement.

## Baylor University—Use of DocuSign for Electronic Signature of Contracts

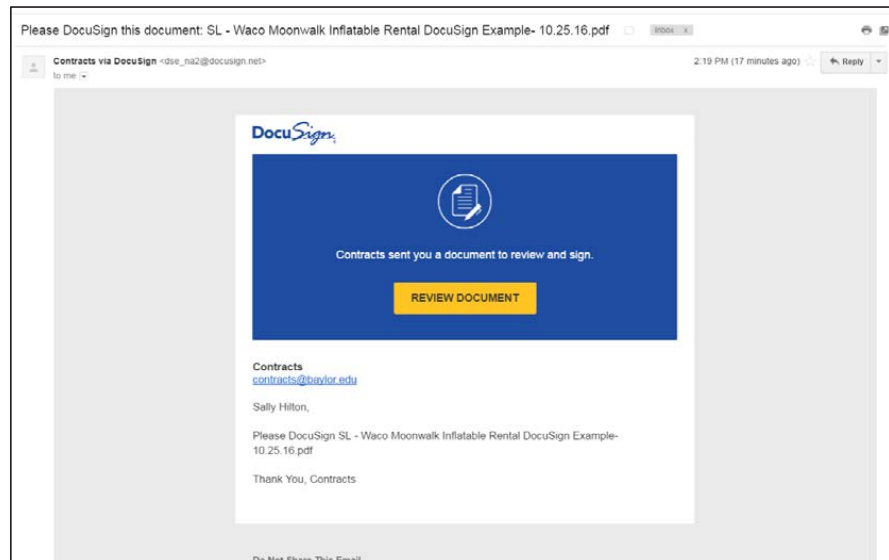
Baylor University utilizes DocuSign for contract execution via e-signature. Baylor will send the contract out for signature via DocuSign to the party entering into a contract with the University. Upon signature by the second party, Baylor’s signatory will sign the contract. A fully executed contract will be sent automatically to the second party signatory via DocuSign after both parties have signed the agreement.

Below is a brief explanation of signing a contract through DocuSign.

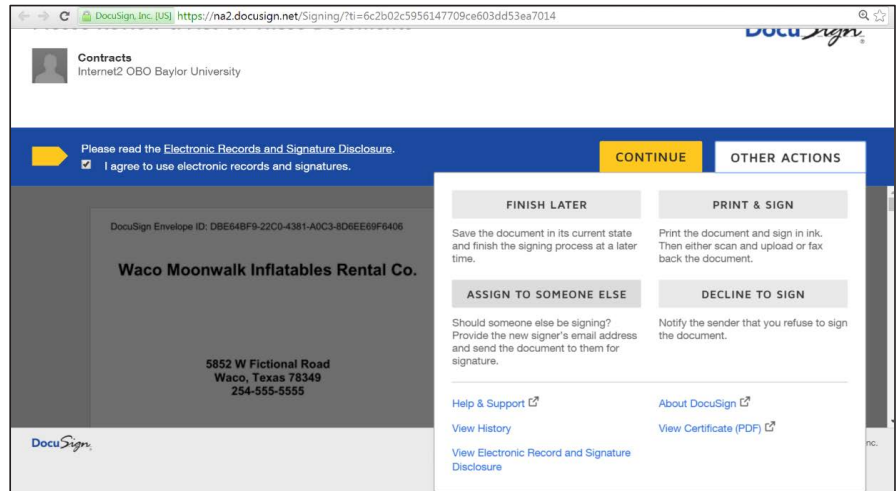
1. A signatory will receive an email from DocuSign requesting signature.



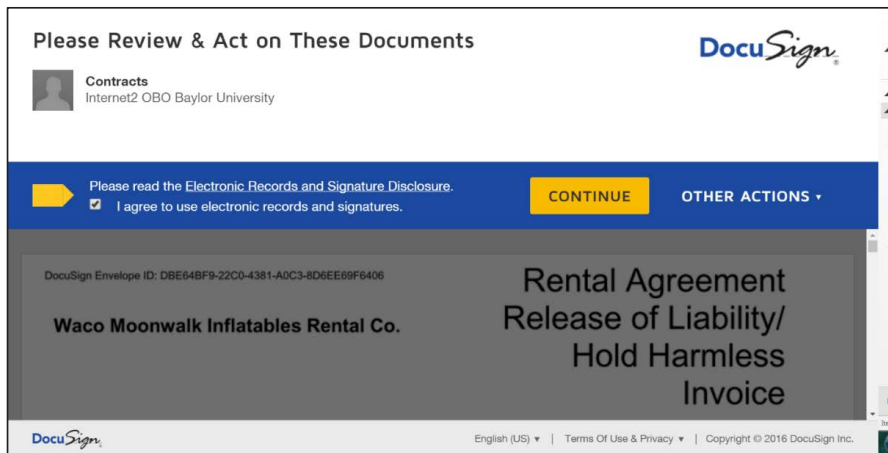
2. To review and sign the contract, click on the “Review Document” link in the message content.



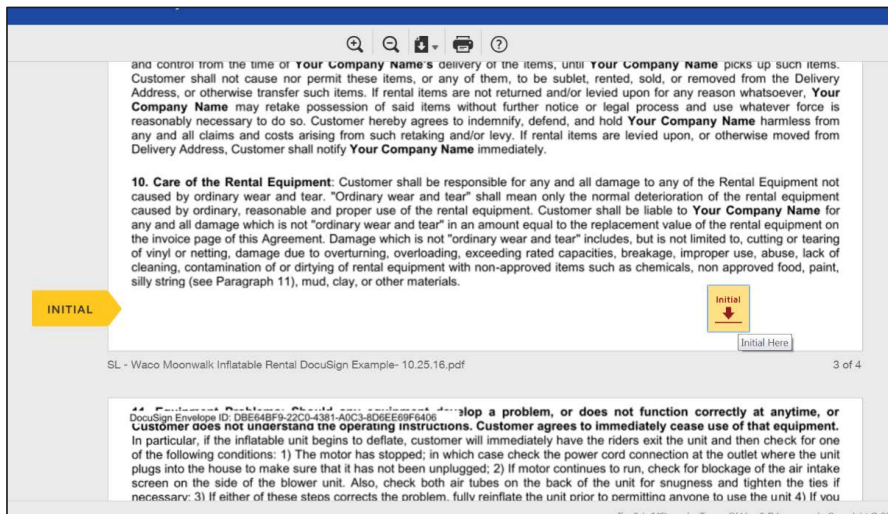
3. If someone else from the organization needs to sign the contract, click on "Assign to Someone Else" under "Other Actions."



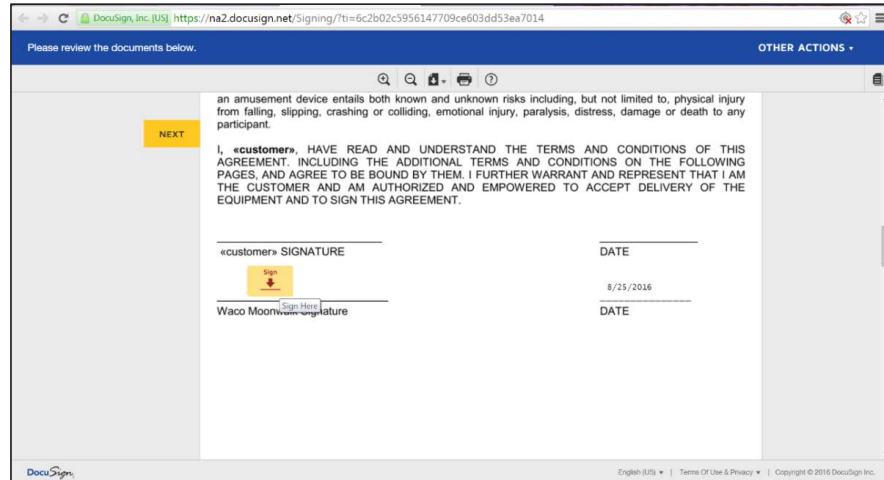
4. Check the box agreeing to use electronic records and signatures and click "Continue."



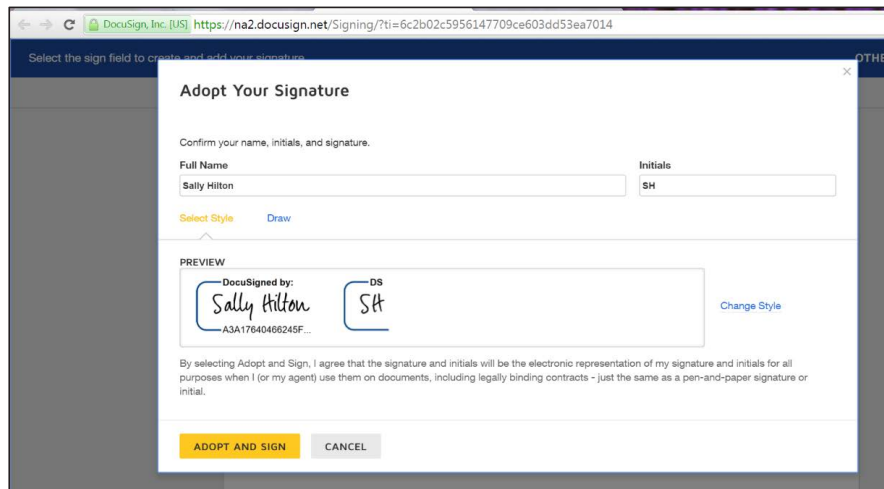
5. Review the contract and click on the "Initial" tabs to initial in any place requiring initials.



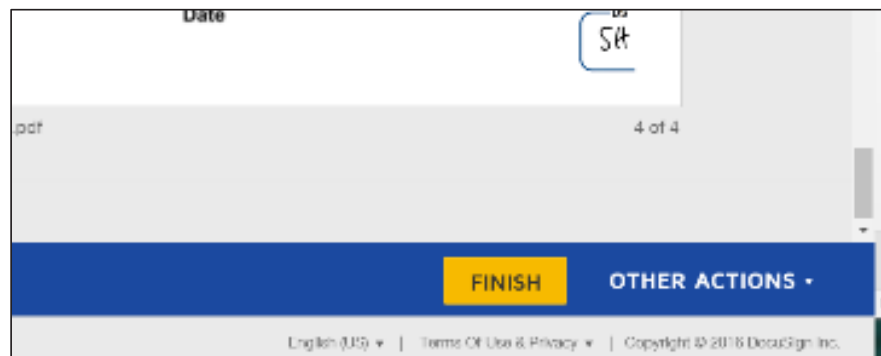
- Click on the "Sign" tab to sign the contract.



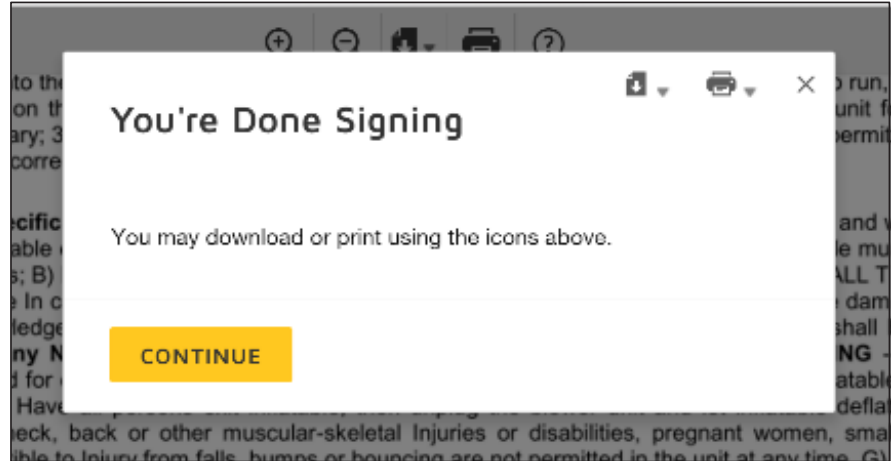
- Adopt a signature style or draw a signature, then click "Adopt and Sign."



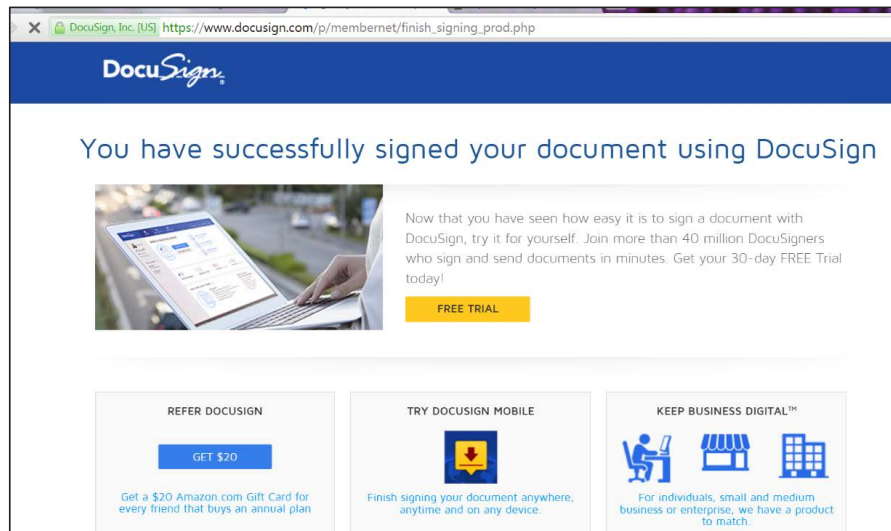
- Click "Finish" when contract review and execution is complete.



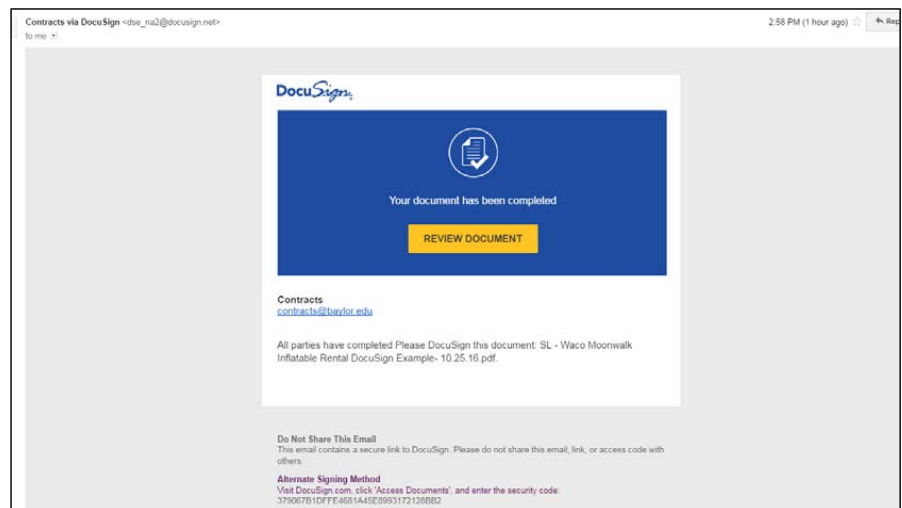
9. Click "Continue" when finished to exit the document.



10. After signing, this tab may be closed.



11. The contract will then automatically be sent to the Baylor signatory for signature. Upon signature by Baylor, the fully executed contract will be automatically sent to both parties via email. Click on the "Review Document" icon in the email to view the fully executed contract.







# STUDIO FACULTY

Documents  
Files  
Specs

- Artist Statement
  - 300 words maximum
  - Word Document
- Biography Statement
  - 200 words maximum
  - Word Document
- 1 image of work for catalog
  - 300 dpi
  - Approx. 15" h x 20" w (4500px by 6000px)
- Inventory of works to be included in exhibition (template on museum website).
  - Use notes section to detail special needs or instructions.
- 1-2 works of art for exhibition; up to 4 works accepted.



**KYLE CHAPUT, MFA**

*Printmaking & Drawing*

*Assistant Professor of Art*

**STATEMENT**

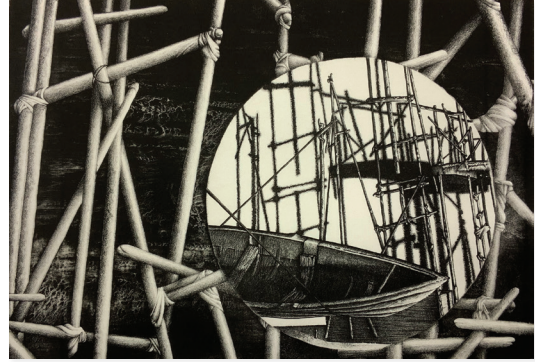
My work is an attempt to reveal internal struggles with Crohn's disease, a chronic illness, while referencing chaotic, often conflicting, aspects of border life. What interests me are personal and collective movement across our southern international border and its implications on the physical and social experience of this isolated region. I focused on instances where I found both the presence and absence of human activity along the border: abandoned personal items, border wall ladders, and other artifacts amongst the serene landscape frozen in time. The adopted relics or visual icons of bundles and vessels investigate fleeting moments of fragmental journeys reflecting a broken condition within an alienated community. Within these aberrant sites I find myself searching for hope.

**BIOGRAPHY**

Kyle A. Chaput, Assistant Professor of Printmaking and Drawing, earned his B.F.A. in Printmaking and Drawing from Fort Hays State University and M.F.A. in Printmaking from Texas A&M

University-Corpus Christi. Chaput taught in McAllen, TX and southwest Kansas for seven years before joining the Department of Art & Art History at Baylor in 2018. Over the past fifteen years he has been included in over ninety juried and invitational exhibitions, served as an art juror in five states, and has been a contract printer in a number of settings. His prints, which have earned several awards and honors, are included in numerous public and privately-owned collections.

Most recently, he has been included in The London Art Biennale, The Fourth International Printmaking Biennial (Čačak, Serbia), Miami Maxi Print 2020/2021 (Berlin, Germany), 7th Biennial Footprint International Competition (Norwalk, CT), and Ink: New Prints in Brooklyn, NY. Chaput's prints have shown in the CICA Museum (South Korea), Highpoint Center for Printmaking (Minneapolis, MN), Bankside Gallery (London, England), Tvaronella Art Gallery (Trieste, Italy), Museum MITT (Torino, Italy), Lokarjeva Galerija (Ljubljana, Slovenia), and Megalo Print Studio-Gallery (Kingston, Australia). He currently lives in Hewitt with his wife and two sons.



*Ris Braso PL*  
Lithograph,  
9" x 17", 2021

**H. JENNINGS SHEFFIELD, MFA**

*Photography*

*Associate Professor of Art*

**STATEMENT**

Tangier Island is located off the coast of Virginia in the Chesapeake Bay. It is progressively being claimed by the waters surrounding it and is projected to be uninhabitable in 50 years. When the residents are forced to evacuate, we will lose an entire culture of people as unique as their dialect. This once untouched and proud crabbing community is predicted to be one of America's first "climate change refugees."

The very water the residents of Tangier depend upon to survive is swallowing them up an average of nine acres every year. Today, the island sits only 3 feet above sea level, 14 miles wide by 3 miles long. Upon arrival by boat, it is hard to see the island off in the distance. Having few trees left, the only marker from the bay is the water tower of Tangier that has a crab on one side and a cross on the other. This deeply religious island has already been split by the Bay's waters, which now seeps up through the ground below.

The people of Tangier have received attention from Al Gore, Donald Trump, and national media outlets, but the conversation of future implications still needs to be had. These photographs and artist book shed light upon what is at stake when losing a

place. Tangier is not alone and sadly tells the tale many low-lying cities in the US and around the world are facing in the next 80 years. According to the National Oceanic and Atmospheric Administration (NOAA) Miami, Atlantic City, New Orleans, Galveston, Charleston, South Carolina, and Virginia Beach will all be under water by 2100. My hope with this project is to inform viewers of the need to take notice now, and to think about the difficult decisions that stand before us—how will we decide who and what is worth saving? And, who are we willing to let wash away into the water? Project website: [www.goingawayfromhere.com](http://www.goingawayfromhere.com)

**BIOGRAPHY**

H. Jennings Sheffield was born in Richmond, Virginia. She is a contemporary artist working in lens-based media. Sheffield received her BFA in Photography and Digital Media from the Atlanta College of Art and her MFA from the University of Texas at San Antonio in Photography and New Media. Her core research is highly concept-driven inspired by memory, moment, and time and utilizes family as the vernacular to convey the intimacy and diverse roles individuals play throughout their life.



The methodologies utilized to create her work can take years to complete. As a result, Sheffield then takes on landscape-driven projects that begin with just her responding to the landscape with her camera. She is interested in landscapes that are fleeting. Similar to her core research, Sheffield approaches the landscapes looking for changes over time. Her work is in collections throughout the United States and is exhibited internationally.

In addition to her research, Sheffield provides workshops and lectures around the United States on topics including her artistic practices and methodologies, digital techniques, and considering the image in a new context, outside of the traditional roles. [www.jenningshsheffield.com](http://www.jenningshsheffield.com)

*Untitled*,  
Archival Pigment B&W Print  
13.25" x 20", 2020

Sample catalog pages.  
One spread per faculty.



Exhibition installation.

# ART HISTORIANS

Documents  
Files  
Specs



## ■ Research Statement

- 300 words maximum
- Word Document

## ■ Biography Statement

- 300 words maximum
- Word Document

## ■ 1-2 images to illustrate research statement

- 300 dpi
- Approx. 15" h x 20" w  
(4500px by 6000px)
- Credit information for images





# HOW TO SUBMIT FILES

[martinmuseum.artsandsciences.baylor.edu](http://martinmuseum.artsandsciences.baylor.edu)

The screenshot shows the website's navigation bar with 'Faculty and Students' selected. The main content area is titled 'Biennial Faculty Exhibition Information' and includes a 'SUBMIT FILES HERE' button highlighted with a green arrow. Below this is a section for 'Documents, Files, and Information' with a list of requirements for Studio Faculty and Art Historians, and an 'INVENTORY TEMPLATE DOWNLOAD' button. The 'Important Dates' section is partially visible at the bottom.

The left phone screen shows the 'Designation?' section with radio buttons for 'Studio Art' and 'Art History'. The right phone screen shows the 'Please upload your Artist Statement' and 'Please upload your Biography Statement' sections, each with a 'Drop files or click here to upload' area.

Sample form

Questions or need more info, scan QR code for website:



# IMPORTANT DATES & DEADLINES

■ September 29, 2023; by 5 pm	Contracts Due
■ October 27, 2023; by 5 pm	All files Due; Inventory, digital image, artist/research statements, bio statements
■ December 4 – 7, 2023; 9am – 4 pm	Artwork Drop-off in Martin Museum
■ January 16, 2024	Exhibition Opens   Reception 5:30 pm
■ March 10, 2024	Exhibition Closes
■ March 11 – 13, 2024; 9am – 4 pm	Artwork Pick-up in Martin Museum



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