

EXHIBITION GUIDELINES

College Exhibitions Department

The College's exhibition spaces are shared spaces. These guidelines are meant to keep our spaces safe, in good condition, and operating efficiently. Below is a list of our main requirements:

1. **Safety:**

- a. Artwork that is potentially hazardous must be directly reviewed by the Director of Security and Safety and the Senior Director of Operations one week prior to your installation date.
- b. Artwork must not block fire exit signs or security cameras.
- c. The exhibition must maintain a consistent 42" wide walkway through the entire length of the gallery (or to the fire exit in Gallery 31).
- d. College Exhibitions staff must supervise the use of potentially hazardous equipment during installations. This includes the use of power tools, tall ladders, and the scaffold in Gallery 31.
- e. Consult College Exhibitions staff before attempting to hang anything from the ceiling.
- f. Consult College Exhibitions staff before attempting to move or install anything unusually heavy or large.
- g. If any accidents occur, please report them to College Exhibitions as soon as possible.
- h. College Exhibitions is not responsible for any loss or damage that may occur to artwork after an exhibition has been installed.

2. **Maintaining Appearance:**

- a. Use only safe-stick painters tape (blue tape) on walls or floors; other tapes leave residue or damage the area when they are removed.
- b. Use only museum wax or approved adhesives to affix objects to the floor or wall.
- c. Consult College Exhibitions before writing on the wall. Only graphite, colored pencils, charcoal and water-based paint are approved for marking or painting directly on the walls (no oil based materials). Aerosol applications, Sharpie-type permanent markers and ball point pens are not permitted.
- d. Students are responsible for priming and re-painting the wall and returning it to its original condition. Areas of heavy paint application or mask lines must be sanded down before restoring the wall.
- e. If paint is spilled, report it to College Exhibitions before attempting to clean it up. (Do not use solvents on any of the Exhibition floors).
- f. Consult College Exhibitions before drilling or cutting holes into any floors, walls, ceilings or pedestals.

3. Procedure:

- a. All **Equipment/Support Request Forms** and **Label Forms** are located in the **Standard Exhibitions Forms** bin and online on the College Website. These forms must be completed and turned in at least one week before the first day of installation, and are especially important if your exhibition requires technology, pedestals, or unusual installation.
- b. If you are planning to have a reception for a Gallery 31 show, we must be notified at least one month in advance of the reception date. If you are having a reception in White Halls or White Walls, we must be notified at least two weeks in advance of the reception date. Gallery 31 receptions are held on Thursdays between 6-8 pm, while the Museum is open late. Though we typically try to pair other receptions with Gallery 31 receptions on Thursdays, we are flexible with White Walls and White Halls reception dates.
- c. Installation happens on Mondays and Tuesdays, when the Museum is closed.
- d. Faculty Coordinators are responsible for making sure student artwork arrives on time (Monday morning) and helping to plan the layout of the exhibition.
- e. Students are responsible for hanging/installing their work.
- f. College Exhibitions will provide basic equipment (drills, hammers, tape measures, nails etc) and will be on site for guidance.
- g. All lighting will be handled directly by College Exhibitions. If you have special lighting requirements, please fill out an **Equipment/Support Request Form** or plan to be present while the exhibition is being lit. If you are not present, College Exhibitions will not re-light the exhibition for you, unless there is an obvious problem like a light burning out.