

STELLA ELKINS TYLER/STUDENT LOUNGE GALLERIES EXHIBITION GUIDELINES FOR BFA STUDENTS

BFA student exhibitions are scheduled after the Faculty reserve spaces. Students reserve space through a lottery set up by the Exhibitions department at the beginning of each semester. Students are responsible for installing and deinstalling their work and must leave the exhibition space in good condition (defined below in Gallery Restoration Rules).

Student exhibitions may be solo or group exhibitions containing student work or work by professional artists. Please keep in mind that the Stella Elkins Tyler Galleries are not alarmed but locked every evening and the Student Lounge Gallery is an unsecured space. Because these galleries have limited security, students must confer with Exhibitions staff when organizing an exhibition with work by professional artists.

Stella Elkins Tyler Galleries are open to the public Wednesday through Saturday, 11 am – 6 pm. There will be no monitor coverage; by placing work in the exhibition spaces the artist(s) agrees to take responsibility for any damages and to hold the School harmless. The Student Lounge Gallery is open at all times; exhibitors should be aware of and take precautions against the risks of showing in an open space.

Please note there are limited hours to pick-up and drop-off gallery keys, kits, paint and for other exhibition support. Please check the schedule section below for details.

Contract and Orientation

Contracts must be submitted to the Exhibitions department two weeks prior to your scheduled exhibition dates. You must attend the training session at the BFA Lottery OR schedule an appointment with Gallery staff for an individual orientation. To schedule an appointment, email Kari at miss.kari@temple.edu or Adam at ablumber@temple.edu. Orientations must be completed no later than 2 weeks prior to your exhibition.

Access to Galleries

Gallery keys may be obtained from the Exhibitions Graduate Assistant during designated hours listed below. You will need to show your TU ID card to receive a key. Your **Exhibition Contract must be submitted at least two weeks before the opening date** of your exhibition; this form can be obtained from the **Links** on the Student Life Blog at tylerstudentlife.wordpress.com. Failure to turn in this contract will result in the automatic cancellation of your show

The Galleries are open to the public from Wednesday through Saturday, 11 am – 6 pm. For class reviews and faculty access outside of regular hours, **you will be responsible for unlocking and then relocking the gallery.**

Access to Supplies and Keys Schedule

Please note that these are the only times you can perform these activities. If you have a legitimate reason you cannot follow these times (ie, you are student teaching), please make an appointment with Adam at ablumber@temple.edu at least 2 days in advance to pick up keys/kits and/or to do a walk-through of your gallery.

Pick up keys/check out kits: Mondays from 2 pm – 5 pm, Tuesdays from 9 am – 12 noon.

Check in kits/final gallery walk-through: Mondays from 12:30 pm – 2 pm.

You must have completed de-installation and completely restored your gallery and completed your walk-through no later than 2 pm on the Monday after your show!

Limited assistance (check in ladders and/or kits) Wednesday from 9 – 11 am.

Installation

Thoroughly inspect the gallery for existing damage before installing work. If there is damage from the previous exhibition, inform Exhibitions immediately, or you may be held responsible for the damage.

Not permitted (except with special permission from Exhibitions):

- Artwork may not cover light switches, electrical boxes, signage, or doors.
- Do not apply shellacs, urethanes, spray adhesives, solvents, etc. in the gallery – NO EXCEPTIONS.
- Do not remove ceiling tiles and/or install any work from the ceiling. Any damage to the ceiling tiles will result in a fine of **\$30** per tile plus installation costs. If you need to have a ceiling tile with a hole in it, check with Exhibitions staff, because we may have one you can borrow.
- Gallery walls may not be painted with anything but the specified paint provided by Exhibitions unless you have special permission from Gallery staff. *Any painting you do on the walls with permission may result in having to purchase primer for restoration of the gallery. Please discuss this with gallery staff at least 2 weeks before your show.*
- Due to the finished cement gallery floors, structures may not be anchored to the floor i.e. drilling holes, etc).

Exhibitions is willing to consider exceptions to the above, pending on a meeting with the responsible individual at least two weeks before the installation dates.

After installation is complete, remove all debris from lobby, gallery, prep area, and sweep floor. Floors must be free of paint drips. Kits and borrowed tools must be returned. Any missing supplies will be charged to the responsible student/faculty.

Fines: Respective individuals and/or departments will be charged for the cost of labor plus materials. Any damaged or missing equipment must be replaced. A hold will be placed on your student account, which means you will not be able to register for the next semester, or, if it is your final semester, you will not receive your diploma until you pay your fine.

Lighting: A set number of light fixtures will be installed in the galleries at the beginning of the semester; there are no additional fixtures. Each gallery is provided with 15 lights (lights=fixtures with bulbs). Return any unused lights to the Exhibitions office. You and/or your department will be charged for any missing lights.

The tracks accommodate a **maximum of four lights per segment** of track. Excessive lighting will be removed.

Lights are extremely delicate, please handle them with care, and if you are having problems with lights, ask Gallery staff for assistance.

Fire Code: The fire code is a policy of Temple University based on local fire codes:

- No artwork may be installed in stairways or foyer spaces in any building on campus.
- Pathways of at least four feet must be maintained in all gallery spaces.
- Installations that require any change to walls, floors or ceilings (other than patchable nail or screw holes) must be discussed with and approved by the appropriate staff.
- Student and faculty exhibitions should be discussed with Exhibitions staff; student and faculty installations in locations of respective departments and the Stella Tyler Elkins Galleries must be discussed with staff in the Vice Dean's office.

Restoration

The gallery must be restored to a satisfactory condition as defined by the Exhibitions department. This includes:

- Walls must be completely patched, sanded, primed (if necessary) and repainted, without bumps or raised surfaces and without obvious patches. All hardware must be removed.
- Walls repainted only with the paint supplied by Exhibitions.
- All light fixtures must be accounted for: 15 installed in the gallery tracks.
- Supply kits are available from Exhibitions. All tools and permanent supplies must be returned in good condition when the kits are signed in by their users. Fees may be assessed for missing tools. Check the Kit List below to see what tools and supplies are provided.
- Paint is available from Exhibitions, as is primer. **ONLY USE THE PAINT PROVIDED**, in order that the color and finish match. If you use up the amount provided, Exhibitions will provide you with the paint information and a vendor in which you may purchase what you need. Use of any other paint will result in a fine.

Directions for repairing a wall:

1. Make sure all hardware including plastic anchors are removed from walls and ceiling.
2. All raised bumps must be sanded down and flush with the wall. A sanding block is provided in the kit.
3. Filling holes: scrape joint compound thoroughly into and over hole with a drywall joint knife. Wait to dry (**at least 4 hours!**). Sand over with flat sanding block until area is flush with wall.
4. Paint area the paint provided by Exhibitions. **DO NOT DRIP PAINT.** Use a drop cloth. Make sure the drop cloth covers the floor beneath where you are painting. Wipe up drips and tracks with a wet towel.
5. Wash brushes and seal cans tightly.

You must remove all trash from your deinstallation. Construction in the gallery must be dismantled and disposed of properly. Do not store materials in the lower level lobby area around the stairwell; materials in this area will be disposed of and you will be charged for their disposal.

Failure to restore the space or shoddy restoration may result in fines to the individual and/or the responsible department. Any damage to the gallery will result in a charge for the labor plus material cost of repairs.

Exhibitions will provide limited tools and resources for restorations. Tools and materials for restoring the galleries after more extensive projects must be provided by the student or faculty. Besides paint, provision of these tools by the Department of Exhibitions is a courtesy.

As a courtesy, Exhibitions provides a kit containing the following installation / de-installation materials (due to limited supplies, some materials may not be provided):

- 1 paint brushes –RETURN CLEANED OFF
- 1 rollers and roller covers – CLEAN AND RETURN ROLLER COVERS
- 1 paint pan
- 1 paint stirring sticks
- 1 can of joint compound – RETURN CAN, EVEN IF EMPTY
- 1 drywall joint knife
- 1 can of paint
- 1 hammer
- 1 sanding block
- 1 drop cloth
- 1 level
- 1 measuring tape

Bring all other tools that you will need to install the show, including hanging hardware. Any equipment that is borrowed and not returned will result in a charge for its replacement.

Installation and Restoration Schedule

Installation

- Monday, begins 5 pm Access to the gallery for installation (please note Graduate Assistant hours for key access and kits).
- Wednesday, 11 am Galleries are open to the public; **all artwork must be installed, as well as labels and exhibition text.**
- Sunday – Monday Deinstallation of exhibition; restoration of the galleries completed no later than 2:00 pm.

Restoration

- Monday, ends 2:00 pm Galleries must be restored: holes filled with joint compound, walls sanded, and paint **dry**, and floors swept and ready for the next exhibitor. You must complete a walk-through with gallery staff no later than 2 pm. **Fines include the cost of materials plus labor.**

Gallery information

We recommend creating information for visitors, including an inventory, price list, statement, and any other material you would like to share. (Please note that Exhibitions does not provide tables for these materials in the gallery.) Each exhibitor is responsible for creating labels and exhibition titles. Vinyl lettering can be created using the Media Output Center here at Tyler and paid for with Diamond Dollars. Contact the Media Output Center for details. Artwork labels can be created using white or clear mailing labels. Generally, labels contain the artist's name, title of artwork, date, materials, and a credit line if applicable.

Exhibitions promotes the Stella Elkins Tyler Galleries exhibitions by listing the semester schedule on the Tyler website and by handling phone calls from the public. Press releases are the responsibility of the exhibitor. Exhibitions can provide an example of a press release, assist in editing, and provide labels of the local press mailing list.

Insurance

The University does not insure student work. Temple University is not responsible for lost, stolen, or damaged work. There will be no monitor coverage; by placing work in the galleries the artists agree to take responsibility for any damages and to hold the School harmless. If a department or individual wishes to have security coverage, they must provide it, and give the Exhibitions Department written notice.

Receptions

Receptions may be held outside of the gallery or other approved areas; please confirm with the Exhibitions Office beforehand. Students are encouraged to combine resources with other students exhibiting the same week you are to hold one joint reception. One table is provided for each reception; more can be arranged by contacting Kari Scott at *miss.kari@temple.edu* at least a week prior to your reception. Please plan on picking up your table by 4:30 pm on the date of your reception.

Temple University policy does not permit liquor to be served at gallery functions. Receptions may be scheduled as late as 8 pm. All staff and students must be out of the building by 9 pm.

All trash must be cleaned up the night of the reception, including restoring the floors. Non-compliance will result in fines.

Gallery Information

Stella Elkins Tyler Galleries and/or Student Lounge Gallery
Tyler School of Art
12th and Norris Streets
Lower Level South, B02
Philadelphia, PA 19122

www.temple.edu/tyler/exhibitions

Public Hours: Wednesday to Saturday, 11 am – 6 pm

Exhibitions Contacts:

Kari Scott, Student Life Coordinator: 215.777.9141 or *miss.kari@temple.edu*

Adam Blumberg, Exhibitions Preparator: 215-777-9146 or *ablumber@temple.edu*

Matthew Craig, Grad Assistant: *mgcraig78@gmail.com*