

MFA 2012 EXHIBITION GUIDELINES

Temple Gallery Procedures

Access to Galleries

Key exchange takes place on Monday at 9 am at Temple Gallery. A staff person from the Exhibitions Department will meet both incoming and outgoing students to approve each gallery restoration and exchange keys between students. De-installation takes place on Sundays—everything, including repaired walls and dry paint, must be accomplished by Monday at 9 am.

The galleries are open from Wednesday through Saturday, 11 am – 6 pm. For class reviews and faculty access outside of regular hours, please arrange for key access with the Exhibitions Department at least two business days in advance.

The show must be ready to open to the public on Wednesday, 11 am. De-installation must be complete by the following Monday, 9am, NO EXCEPTIONS!

Installation

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

Not permitted (except with special permission from Exhibitions):

- Artwork may not cover light switches, electrical boxes, signage, or doors.
- Do not use anything toxic—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 **\$25** per tile plus installation costs. Ceiling tiles are available for purchase from the Exhibitions Department. Existing ceiling tiles with holes may be borrowed; talk to the Exhibitions staff.
- Gallery walls may not be painted with anything but the specified paint provided by Exhibitions.
- No damage may be done to the gallery floors such as anchoring structures by drilling holes (**NO EXCEPTIONS**), etc.

We are willing to consider exceptions to the above (except toxic materials and holes in the floor!) pending discussions with Exhibitions staff at least two weeks before the installation dates. We are here to help you problem solve to make a successful exhibition!

Bring all tools that you will need to install the show, including hanging hardware.

After installation is complete, remove all debris from gallery and sweep floor. Floors must be free of paint drips. Kits and borrowed tools must be returned.

Fines: If galleries are damaged, you will be charged for the cost of labor plus materials to restore the facility. Any damaged or missing equipment or tools must be replaced. **Holds will be placed on your TU records until fines are paid.**

Lighting: Each gallery will have 25 track light units installed with more available upon request. If you decide to not use all 25, you may de-install units. Because of the fragile nature of the track lights, Exhibitions staff will show you how to adjust each light. Any de-installed units **MUST** be checked in with Exhibitions staff. If any of your light units are missing, **you will be charged \$80 per unit.** Unused units will need to be reinstalled when you restore the gallery for the next exhibitor.

Do not attempt to adjust the recessed canned lights; due to the unforeseeable fragility of these bulbs and this system, these cannot be removed or replaced by folks other than Exhibitions staff. If you need a dark space let us know and we can discuss your options.

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.

Equipment and Installation Instructions: If you have any AV equipment or special instructions for your exhibition (i.e. lights dimmed, sound levels), please write this out in detail for our gallery monitors. They will make sure everything is on and as you would like the work seen.

Restoration

The gallery must be restored to a satisfactory condition as defined by the Exhibitions Department. Kits and ladders will be left out for you on Saturday evening when the galleries close. Restoration 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.
- Supply kits are available from Exhibitions. All tools and permanent supplies must be returned in good condition when the kits are signed in. Fees will be charged for missing tools. Check the Kit List on line to see what tools and supplies are provided. (<http://www.temple.edu/tyler/exhibitions/stellastudentsandfaculty.html>)
- Paint and primer are available from Exhibitions. **ONLY USE THE PAINT PROVIDED.** 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.
3. Spackling: Repairing holes will require multiple coats of joint compound. Scrape joint compound thoroughly into and around hole with a spackle knife. Wait until dry (depending on quantity of joint compound, this could take several hours, multiple thin coats will dry faster than

thicker coats). Once dry, scrape off excess amounts of dry joint compound with clean / dry spackle knife and apply next coat, repeat this step until hole is completely filled. After final coat is dry, sand over the repaired area with sanding block until the entire area is flush with the 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. We encourage the use of a roller so that the texture of the repaired wall will match the undamaged parts of the wall more closely.
5. Wash brushes and seal cans tightly.

You must remove all trash from your deinstallation. Construction in the gallery must be dismantled and put in the Tyler dumpsters.

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

Tools and materials for restoring the galleries after more extensive projects must be provided by the student or faculty. 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 spackle – RETURN CAN, EVEN IF EMPTY
- 1 spackle knives
- 1 can of paint
- 1 hammer
- 1 sanding block
- 1 drop cloth
- 1 level
- 1 measuring tape

Insurance

Temple University does not insure student work. The University is not responsible for lost, stolen, or damaged work. Temple Gallery does provide monitor coverage during open hours.

Receptions

Food and drinks for receptions must happen outside of the gallery or other approved areas; please confirm with the Exhibitions Office beforehand. For tables, chairs, or other equipment, contact Facilities at with at least a week notice.

Temple University policy does not permit liquor to be served at gallery functions.

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

Schedule

Monday, 9 am	Key exchange at Temple Gallery: MANDATORY Galleries must be restored and ready for the next exhibitor; responsible student must meet with Exhibitions staff to review gallery condition. Galleries not restored will result in a fine. Fines include the cost of materials plus labor.
Wednesday, 11 am	Galleries are open to the public; all artwork must be installed, as well as labels and exhibition text.
Friday, 6 – 8 pm	Reception
Saturday, 6 pm	Exhibition closes to public
Sunday	Deinstallation of exhibition; restoration of the galleries.

Gallery Information

Temple Gallery
Tyler School of Art, Temple University
Norris Street, between 12th and 13th Streets
Philadelphia, PA 19122
(215) 777-9144
www.temple.edu/tyler/exhibitions
Gallery hours: Wednesday – Saturday, 11 am – 6 pm
Opening Reception: Friday, 6 – 8 pm