2013 COMMENCEMENT EXHIBITION

Friday, May 17– Monday, May 20

Friday, May 17   11am-8pm
Saturday, May 18 - Monday, May 20   11am-5pm
Main Building, Bunting Center, Fox Building, Brown Center, Mt. Royal Station, 15/15, The Gateway

EXHIBITION GUIDELINES

A. REQUIREMENTS & GENERAL INFORMATION

1. All students exhibiting in the 2013 Commencement Exhibition must be a 2013 graduating senior. Students who earned their degree in December 2012 are eligible to participate in the May Commencement and the 2013 Exhibition.

2. Each Department has a faculty Exhibition coordinator and this person will have departmental information.

3. The exhibition space available to your department will determine the size and other limitations for exhibited artwork. Each Department will assign exhibition space to their seniors.

4. All deadlines for the Exhibition must be met. Failure to meet a scheduled deadline may result in forfeiture of your exhibition space.

5. Deadline Monday, March 25 of online Exhibition proposal form(s) www.mica.edu/commencement

6. Each Department will make the labels for their student’s artwork in the assigned exhibition spaces. The Exhibitions Department will make the labels for the Decker and Meyerhoff Galleries. Each piece of artwork in the exhibition must have a label.

7. Students may sell artwork in the exhibition through the College Store or the artwork may be Not For Sale. This information will be included on the artwork label.

8. Exhibition installation must be complete by 12:00 noon, Thursday, May 16, the day of ArtWalk.

9. ArtWalk is a preview party hosted by the Advancement Department on Thursday evening May 16. Participation in ArtWalk will be by on-line registration. www.mica.edu/artwalk

10. If you decide to exhibit in space outside the MICA campus, there will not be any support from MICA services or departments.
B. EXHIBITION SPACES AVAILABLE TO STUDENTS

Departmental Exhibition Space may be in Main, Bunting, Fox, Brown, Station, 15/15 or Gateway

1. Each Department is allotted areas and/or rooms that will be used for their students to exhibit.

2. Each Department assigns space to their students and coordinates the installation of artwork.

3. Students wishing to exhibit in exterior or public spaces on campus must also complete a “Public Spaces Installation Form” from the Office of Events in Bunting B350.

   Exterior spaces include:
   - Main Building: Main Court and air space, stairs, balcony, exterior steps, plaza & planting areas.
   - Bunting Center: entrance patio area, front window.
   - Fox Building: front sidewalk, Café Doris windows, patio between Fox and Brown.
   - Brown Center: paver area between entrance doors and fountain, steps from Mt. Royal Ave. to building, paver area from bottom of steps to building, planting beds.
   - Mt. Royal Station: front portico, sidewalks around building, Frost Plaza, wooden steps, hill, concrete steps, grass, and trees.
   - The Gateway: exterior plaza, patio.

MICA does not own the Mt. Royal Ave. median strips, trees, sidewalks, telephone or light poles; they are Baltimore City property and we cannot give permission to use them.

4. Students may be able use the BBOX or Falvey Hall. Contact the Office of Events, Bunting 350.

5. Facman installed temporary exhibition wall panels and painted concrete studio floors:
   a. Students will need to tape the seams and paint the Facman installed temporary exhibition walls. Wall paint and equipment will be supplied.
   b. Paint and painting equipment will be in:
      i. Fox - 2nd fl GFA Lounge- wall paint / 3rd & 4th floors between F410 & F420 - wall and floor paint
      ii. Main – outside M230-wall paint / M330 anteroom – wall and floor paint
      iii. Station – S201 wall / S113 - wall and floor paint
   c. Floor paint will be supplied to match the concrete floors in the studios. This can be used to paint your area in the concrete floor studios.

6. All artwork must be de-installed by the student and removed from the buildings between 5p.m. Commencement Day, May 20 and noon, Tuesday, May 22.

7. No artwork may be stored in any MICA building after 12noon Tuesday, May 22. Departmental or instructor permission to store artwork after that date is not valid.

   Any artwork left after 12 noon on May 22 may be disposed of.

Decker and Meyerhoff Galleries All-Department Exhibition  Fox Building 1st floor

1. Each Department will select students from its Department to exhibit in Decker or Meyerhoff Galleries according to space allotted by Exhibitions.

2. No custom wall construction or wall painting is allowed in either Gallery.

3. Label information is due to Exhibitions on May 1 for all work to be exhibited in the Galleries.

4. Students exhibiting in the Decker or Meyerhoff Galleries must deliver their artwork to the gallery where they are assigned on Monday, May 13, between 9 a.m. and 5 p.m.

   If artwork is not delivered to Gallery by deadline, your exhibition space will be forfeited.
C. RULES FOR ALL EXHIBITION AREAS

Artwork must be ready to hang or install. Artwork must be finished, dry or fixed with a fixative. All Installation including labels must be complete by 12 noon Thursday, May 16.

1. Students will install their artwork in their assigned space.

2. No artwork or artwork supports can be attached, hung or anchored to light fixtures, sprinkler systems, overhead pipes, any architectural feature or wooden walls. This includes attaching by adhesives of any kind.

3. No window shades, mini blinds, venetian blinds or drapes may be removed or altered. Re-hanging or damage to them will be deducted from your student security deposit.

4. No baseboards, room moldings, natural wood floors, MICA statuary or permanent architectural features in any MICA building may be altered in any way, no paint or adhesives may be used on them.

5. No fire, fireworks, blood, urine, feces, bodily fluids, weapons, explosives, chemicals or other hazardous materials may be used; any activity that has potential to cause injury to the artist or others is not permitted.

6. Proposals that utilize materials that may be potentially harmful to the space, including but not limited to, plant material, live animals, liquids, water, soil, must be reviewed by the Director of Exhibitions and his decision will be final.

7. No food may be used in Artwork or served as part of your exhibition, including at the Sunday reception.

8. Special painting of walls, ceilings or floors or any part thereof:
   • To paint any part of walls or ceilings in special colors you must have written permission from Steve Krach, Facman (skrach@mica.edu) or Gerald Ross, Exhibitions (gross@mica.edu).
   • A deposit check of $100 will be required for any special color wall, ceiling or floor painting.
   • The deposit and signed permission must be submitted to the Exhibitions Office which will hold the check until after you repaint to the Facman specified room color.
   • You are responsible for returning the walls or ceilings to original condition, including primer and paint which will be supplied by Facman.

9. Exhibition wall construction:
   • No student constructed walls are allowed. (Excluded are some walls in Station)
   • Facman will install temporary exhibition walls which have been approved by Departments.
   • Facman reserves the right to alter or change wall layout where viewer safety or wall stability is compromised.

10. Pedestals/shelves: MICA Exhibitions Dept. has a limited inventory of pedestals, shelves, vitrines and plinths.
    • After Exhibitions review of all proposals you may be required to limit requested equipment.
    • A list of exhibition equipment and sizes are located in the Exhibitions Office. Consult this list so the size best suited for your needs can be included on your Proposal.
    • Exhibition equipment may be used only for artwork, not for guest books, student cards or contact info.
    • Pedestals will be delivered to your exhibit space and will be picked up from the space after the Exhibition.

11. Technical Equipment: MICA has a limited inventory of AV equipment.
    • After review of all proposals you may be required to limit AV equipment requested.
    • AV equipment must be returned by THE STUDENT by 3pm May 15 to where it was picked up - AV Service Desk, Art Tech Center or the Exhibitions Office, Fox F011.

12. Your designated exhibit space must be returned as it was before the show. If not, any clean-up or damage charges will be deducted from your student security deposit.

13. All artwork must be de-installed by the student and removed from the buildings between 5:00 p.m. Commencement Day, May 20 - 12noon Tuesday, May 22.
D. RULES FOR VIDEO, INTERACTIVE AND/OR COMPUTER ARTWORK

1. Your Department must approve your request for the use of technical equipment. The Exhibition Department will determine the allocation of all equipment.

2. DVD installations or performance installations requiring equipment must be prepared so that the program loops. Students sharing equipment should have their work prepared on one compilation DVD so that the complete compilation program runs the full length of the CD, causing it to repeat.

3. Notes for the label of each piece should contain the running time.

4. Functions that are not a part of your interactive computer artwork must be disabled; i.e. internet, browsing, email, programs, etc.

5. If you are showing in Decker or Meyerhoff Galleries you may be requested to install your own technology including computer, LCD projection and interactive media.

6. AV equipment must be returned by THE STUDENT by 3pm May 22 to where it was picked up - AV Service Desk, Art Tech Center or Exhibitions Office, Fox F011.