EXHIBITION GUIDELINES

A. REQUIREMENTS

1. All students exhibiting in the Commencement 2010 Exhibition must be a 2010 graduating senior. Students who participate and exhibit in December 2009 Commencement are not eligible to participate in May Commencement.

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

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

4. **DUE Thursday, March 24** to your department coordinator:
   - Original and 1 photocopy of the Exhibition Proposal Form (page 5) including attachments, tech and pedestal needs for each piece of artwork you want to exhibit.
   - All attachments to the proposal must be 8 ½ x 11 and able to be photocopied.

5. Each department will assign the space allotted for the exhibition to each of its seniors.

6. The exhibition space available to your department will determine the size and other limitations for exhibited artwork.

7. Each department will make the labels for artwork in their exhibition spaces. The Exhibitions Department will make the labels for the Decker and Meyerhoff Galleries.

8. Each piece of artwork in the exhibition must have a label. The label will include in the lower right corner the price or NFS and indicate if that piece is sold through the MICA Store or the individual artist. If it is to be sold by the individual then there must be contact information near your displayed artwork.

9. Installation must be complete by 12:00 noon, Thursday, May 13.

10. Participation in ArtWalk will be by registration information you will receive from the Advancement Office. ArtWalk is a preview party hosted by the Advancement Dept. on Thursday evening May 13.

11. 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 and/or Gateway

1. Each Department is allotted areas / spaces that will be used for students to exhibit.

2. Departments assign space to their students and coordinate installation of artwork.

3. Students wishing to exhibit in exterior and public spaces on campus must also complete a Public Spaces Installation Form from the Office of Events in Bunting B350. These spaces include: Main Building Court, stairs, balcony, exterior steps, plaza & planting areas; Bunting Center entrance area; Fox Building front sidewalk & patio; Brown Center Leidy Atrium, area between entrance and fountain & steps from Mt. Royal Ave. to building, (a Celebration Tent will cover Cohen Plaza, so the Plaza will not be available); Mt. Royal Station front portico, Frost Plaza, wooden steps, hill, steps, flat grass along sidewalk and trees; The Gateway ‘Great White Wall’ (between BBOX doors), exterior plaza & patio; and all other exterior spaces on campus.

   Please note that MICA does not own the Mt. Royal median strip, trees, sidewalks, streets, telephone or light poles; they are City property.

4. All artwork must be de-installed by the student and removed from the buildings between 5:00 p.m. Commencement Day, May 17 and 12 noon Wednesday, May 19.

5. No artwork may be stored in any MICA building after noon Wednesday, May 19. Departmental or instructor permission to store artwork after that date is not valid.

   *Any artwork left after 12 noon on May 19 may be disposed of.*

**Decker and Meyerhoff Galleries Inter-Departmental Exhibition** Fox Building 1st floor

1. Each Department will select students from its Department to exhibit in Decker or Meyerhoff Galleries according to the space allotted to each department.

2. No custom wall construction or painting is allowed in either the Decker or Meyerhoff Galleries.

3. **April 3** the final artwork titles are due to Exhibitions for all work to be exhibited in these two galleries. Labels will be produced from these titles.

4. **Monday, May 10, between 9 a.m. and 5 p.m.,** students exhibiting in the Decker or Meyerhoff Galleries must deliver their artwork to the gallery where they are assigned.

   *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, install or show. Work must be finished, dry or fixed with a fixative. All Installation must be complete by 12 noon Thursday, May 13.

1. You must install your artwork in your assigned space at the determined time.

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

3. No window shades or drapes may be removed or altered. Rehanging of window shades or drapes or damage to them will be deducted from your student security deposit.

4. No food may be served at or used in the exhibition including the Sunday reception.

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 or detrimental to the space, including plant material and soil, will be reviewed by the Director of Exhibitions and his decision will be final.

7. No baseboardss, room moldings, natural wood floors, MICA statuary or permanent architectural features in any MICA building may be altered in any way, painted or adhesives used.

8. Painting walls, ceilings or floors or any part of these:
   - To paint any part of walls or ceilings in colors other than the wall color you must have written permission from Steve Krach (Facman) or Gerald Ross (Exhibitions).
   - A deposit check of $100 will be required.
   - The deposit and signed permission must be submitted to the Exhibitions office.
   - You are responsible for returning the walls or ceilings to original condition, including primer and paint which will be supplied by Facman.
   - Your deposit will be returned after deinstallation repaint.
   - Concrete painted floors in Fox 2nd & 3rd and Main 3rd floors may be painted with paint supplied by Facman.

9. Wall or partition construction:
   - No student constructed walls are allowed.
   - Facman must build all walls. Departments must approve all wall requests that go to Facman.

10. Pedestals/shelves: MICA has a limited inventory of pedestals, shelves, vitrines and plinths.
    - You may be required to the limit number of exhibition equipment requested.
    - A list of sizes is located in the Exhibitions office. Consult this list so the size best suited for your needs can be reserved.
    - MICA pedestals may not be used for guest books, cards or contact info. You can supply your own.
    - Pedestals will be delivered to your exhibit space and will be picked up after 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 19 to where it was picked up - AV Service Desk, Art Tech Center or the Exhibitions office, Fox Building.

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 17 and 12 noon Wednesday, May 19.
D. RULES FOR VIDEO, INTERACTIVE AND/OR COMPUTER ARTWORK

1. Your Department must approve your request for the use of equipment. The Exhibition Department will determine the allocation of 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 19 to where it was picked up - AV Service Desk, Art Tech Center or Exhibitions office.
COMMENCEMENT 2010 EXHIBITION PROPOSAL

DUE THURSDAY, MARCH 24, 2010 to YOUR DEPARTMENT EXHIBITION COORDINATOR:

- Completed Exhibition Proposal and any attachments for each piece of artwork to be exhibited
- 1 (one) photocopy of each proposal and attachments
  - Remember to make a photocopy for yourself.
  - Questions? Call the Exhibitions Dept. 410-225-2280

PRINT CLEARLY

Name: ___________________________________________ Department: ___________________________________________

Current Phone: ___________________________ email: ___________________________ Phone after graduation: ___________________________

Title of work/Working Title: ____________________________________________________________________________________

Date of work: ___________________________

Medium: ______________________________________________________________________________________________________

(Please be as specific as possible i.e., oil on canvas, graphite on paper; copper wire, yarn, marble, etc.)

2-D Artwork
*Include as Attachment: Scale diagram indicating placement and orientation of work along with written instructions for installation.
Size of Artwork: H. ___________ W. ___________ D. ___________

3-D Artwork
*Include as Attachment: Scale diagram indicating placement and orientation of work along with written instructions for installation.
Size of Artwork: H. ___________ W. ___________ D. ___________ Pedestal size if needed: H. ___________ W. ___________ D. ___________

(Please refer to list of pedestals in Exhibitions Department)

Video / Interactive / Computer Artwork
Indicate equipment needed: Be conservative in your request or you may be required to redesign your project.

DVD player _____ Monitor or TV ______ LCD projector_______ Speakers______
Computer: Mac_____ PC_______ Software required__________________________

All film / DVD MUST be looped for continual play on a one hour DVD player. Running time: ___________________________

All projected work must be ready for installation.

*Include as Attachment: Scale diagram indicating placement and orientation of work along with written instructions for installation detailing how this work is to be exhibited, what equipment you require, running time, with whom you will be sharing equipment (if your work will be compiled with other pieces), as well as any other pertinent information.

Wall/Area Painting
I will be painting my exhibition area __________. (No wall or floor painting in Meyerhoff or Decker Galleries)

For approved wall and/or floor painting a $100 deposit will be required. See Exhibitions Guidelines page 3, #8.

I will get written approval to paint from ___________________________.

Signed approval with deposit check will be submitted to Exhibitions.

Exhibition Contract: I understand and will abide by the Rules of the Exhibition on page 3 of the Exhibition Guidelines.

Signature of Student ____________________________________________________________ Date ____________________

__________________________________________

FOR DEPARTMENT APPROVAL ONLY: Department __________________________

Proposal approval signature: __________________________ Please print name: __________________________

Exhibition space assigned: __________________________

Equipment Approved as on proposal: yes_____ no _____

All proposals from Departments must be received by Exhibitions by April 1. They must be signed with department approval.
ARTWORK ID Form
To be used for artwork to be exhibited in Meyerhoff or Decker Galleries only

INSTRUCTIONS:
1. Print legibly.
2. Firmly attach ID FORM to the back of each piece of artwork you are delivering to the Decker or Meyerhoff Gallery.

Duplicate THIS FORM as needed to attach one to each piece exhibited.

ARTWORK ID FORM  attach to back of artwork

Your Name: __________________________________________ Department: __________________________

Current Phone #: _____________________ e-mail: __________________________________________

Title of Work: _______________________________________________________________________

ALL TITLES ARE FINAL and may not be changed from this form

Medium: __________________________________________________________________________

Size of Work: H _________ W _________ D _________

Pedestal requested: H _________ W _________ D _________

Other Exhibition equipment requested: __________________________________________________

AV requested:  DVD/monitor/TV _________ LCD projector _________ Computer: Mac____ PC____

Other: __________________________________________________________________________

-6-
As a service to graduating students, the MICA College Store will facilitate sales of exhibited artwork during the Commencement 2010 Exhibition which runs from 11 a.m. on Friday, May 14 through 5 p.m. on Monday, May 17.

The College Store will also handle sales during ArtWalk on Thursday evening, May 13.

If you want to sell your artwork through this program please submit the attached C2010E Artwork Sales Agreement form to the Exhibitions Department by Wednesday, May 7.

Students who choose to participate in this program by signing the attached C2010E Sales Agreement will receive the following services:

- A Master Price List of all artwork for sale through the MICA College Store will be available during the exhibition in the Main Building, Bunting Center, Fox Building, Brown Center, Mt. Royal Station and The Gateway.

- Instructions for purchasing artwork will be on the Price List.

- Buyers may purchase artwork through the College Store during the exhibition hours and ArtWalk using cash, check, MC, VISA, or AmEx—students do not have to be present to sell their artwork.

- College Store staff will mark artwork as sold during the exhibition.

- Artwork will be held for pickup by the buyers after the exhibition.

- Students will receive a receipt, including buyer contact information, and a check, mailed within 15 days, for the price of the artwork less a 15% handling fee (this covers additional staffing required to coordinate the sales program, credit card fees, and reporting sales tax.)

Students who opt NOT to participate in the sales program must include NFS or price on the artwork’s label and include contact information of the artist/student near the exhibited artwork if it is for sale. MICA will provide no sales-related services for these students.
ARTWORK SALES AGREEMENT

If you want to sell your artwork through this program please submit this C2010E Artwork Sales Agreement form to the Exhibitions Department by Wednesday, May 7.

AGREEMENT:
I would like to sell my artwork in the Commencement 2010 Exhibition through the C2010E MICA College Store Program as described. I understand that a 15% fee to cover handling charges and credit card fees will be deducted from the listed price for artwork sold through this program. I agree not to sell any of this artwork through other means during the course of the exhibition.

Student Name (PLEASE PRINT) ____________________________ Signature ____________________________ Date ________________

Student ID number ______________________________________

Artist’s Contact Information:
(where the College Store should send the check for sold artwork) VERY IMPORTANT!

Name: ________________________________________________________________

Street Address: ________________________________________________________

City: ___________________ State: _______________ Zip Code: ________________

Phone number after graduation: ___________________ Email: _______________________

PRICE LIST INFORMATION:
TITLES OF ALL WORK TO BE SOLD THROUGH THIS PROGRAM

Prices will not be changed once final Price List has been created

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Photocopy this form as needed to provide title and price info for all work to be sold through this program.