2016 Commencement Exhibition
Friday, May 13 – Monday, May 16

ArtWalk - Exhibition Preview Event, Thursday, May 12  5-9pm
Public hours: Friday, May 13  11am-8pm. Saturday, May 14 - Monday, May 16  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 2016 Commencement Exhibition must be a 2016 graduating senior. Students who earned their degree in December 2015 are eligible to participate the Commencement Exhibition with approval from their department chair. December graduates may also participate in the May 16 Commencement, contact Student Activities.

2. Each Department has faculty Commencement Exhibition coordinators and this person will have departmental exhibition information.

3. The exhibition space available to your Department will determine the size and other limitations for exhibited artwork. Each Department will assign and coordinate exhibition space with their students. Students may exhibit in one assigned space, not in multiple spaces on campus.

4. All deadlines for the Exhibition must be met. Failure to meet a scheduled deadline may result in forfeiture of your exhibition space. Deadlines are also listed on the Senior Calendar.

5. The Commencement Exhibition Proposal Form will be available on-line February 9 and is mandatory by the May 1 deadline for all students exhibiting. www.mica.edu/commencement. All students will receive an equipment/pedestal allocation form containing requested items received. Previous to Commencement install, allocation forms will be distributed by department point people to students.

6. Each piece of artwork in the exhibition must have a label, see page 4. Each Department will make the labels for their student’s artwork in the assigned exhibition spaces. The Department of Exhibitions will make the labels for the Decker and Meyerhoff Galleries.

7. Students may sell artwork in the exhibition through the MICA College Store or the artwork may be labeled Not For Sale (NFS), see page 4. Price for your artwork or NFS must be included on each label.

8. Exhibition installation must be complete by 12:00 noon, Thursday, May 12, the day of ArtWalk, a preview party hosted by the Advancement Department. Information to participate in ArtWalk is in your Senior Calendar.

9. 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 will have areas and/or rooms that will be used for their students to exhibit.

2. In collaboration with each student, the Department assigns space to their students and coordinates the installation of artwork.

3. Students wishing to exhibit in campus exterior or public spaces listed below must complete a “Public Spaces Installation Form” from the Office of Events in Bunting B350, as well as the on-line **Exhibition Proposal Form**.
   - **Main Building**: Main Court and air space, stairs, balcony, exterior steps, plaza & planting areas.
   - **Bunting Center**: entrance patio area, front window, planting areas.
   - **Fox Building**: front sidewalk, Café Doris windows, patio between Fox and Brown, planting areas.
   - **Brown Center**: area between entrance doors and fountain, steps from Mt. Royal Ave. to the building, area from bottom of steps to building, planting areas. (A Celebration Tent will cover Cohen Plaza.)
   - **Mt. Royal Station**: front portico, sidewalks around building, Frost Plaza, wooden steps, hill, concrete steps, concrete slab, grass, trees.
   - **15/15**: exterior plaza.
   - **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 use the BBOX or Falvey Hall. Contact Nathan Best, nbest@mica.edu, Office of Events.

5. Temporary exhibition wall panels will be installed by Facman to wall off studio equipment, etc.
   a. Students using those walls will need to tape the wall seams and paint the walls. Tape, wall paint and painting equipment will be supplied by Facman.
   b. Paint and painting equipment will be available 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.
   d. **VERY IMPORTANT** - **Painting equipment is to be shared. Wash and replace after use.**

6. All artwork must be de-installed by the student and removed from the buildings between 5pm Commencement day and noon, Wednesday, May 18.

7. No artwork may be stored in any MICA building after 12noon Wednesday, May 18. Departmental or faculty permission to store artwork after that date is not valid. Artwork left after 12 noon on May 18 will be disposed.

8. Each student is responsible to return their exhibition space as they found it: clean, any special wall or floor paint repainted per Facman, etc. or a cleaning fee may be forfeited from student account.

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

1. Each Department will coordinate students to exhibit in Decker or Meyerhoff Galleries per allotted space.

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

3. Label information (see pg 4) is due to Dept. of Exhibitions on May 2 for all work to be exhibited in the Galleries.

4. Students exhibiting in Decker or Meyerhoff Galleries must deliver their artwork to the Decker gallery on Monday, May 9, between 9 a.m. and 4:30 p.m.  See page 5 for Meyerhoff/Decker Artwork ID Form. If artwork is not delivered to the Gallery by this deadline, your exhibition space will be forfeited.
C. RULES FOR ALL EXHIBITION AREAS

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

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 and 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 in the exhibition. 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, including but not limited to, plant material, live animals, liquids, water, soil, must be reviewed by the Director of Exhibitions whose 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 color painting of walls, ceilings or floors or any part thereof:
   • To change paint color of any part of walls, ceilings or floors you must check the box on your proposal and this will be reviewed by Gerald Ross, Exhibitions or Steve Krach, Facman. An agreement will then be signed.
   • You are responsible for returning the walls or ceilings to original color by Wednesday, May 18, 2016. Primer and paint will be supplied by Facman, contact Steve Krach.
   • If not complete by Wednesday, May 18 you will forfeit $200 from your student account.

9. Exhibition wall construction:
   • 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.
   • No student constructed walls are allowed. (Excluded are some walls in Station)

10. Pedestals/shelves: MICA Dept. of Exhibitions has a limited inventory of pedestals, shelves, vitrines and plinths.
   • A list of exhibition pedestals and sizes are located in the Exhibitions Office, Fox F120. Consult this list so you can best estimate the size that you need.
   • Exhibition pedestals may be used only for artwork; not for monitors, guest books, student cards or contact info.
   • Pedestals will be delivered to your assigned exhibit space and will be picked up from that space after the exhibition deinstall deadline, noon Wednesday, May 18.

11. Technical Equipment: MICA has a limited inventory of AV equipment.
   • After review of all proposals AV equipment will be allocated.
   • AV equipment must be returned by THE STUDENT by 3pm May 18 to where it was picked up: AV Service Desk, Art Tech Center or the Department of Exhibitions, Fox F120.

12. All artwork must be de-installed by the student and removed from the buildings between 5:00 p.m. Commencement day, May 16 and noon Wednesday, May 18.

13. 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.
D. RULES FOR VIDEO, INTERACTIVE AND/OR COMPUTER ARTWORK

1. Your Department must approve your request for the use of technical equipment. The Department of Exhibitions 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. Labels 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 18 to where it was picked up.

E. ARTWORK LABELS

1. Each department will make their student's labels for the Commencement Exhibition. The Department of Exhibitions will make the labels for the Decker & Meyerhoff galleries with assistance from students.

2. Each student will be emailed a label template in Word or Indesign to fill out and send to their department. The labels will then be printed on white card stock and returned to you from your department. Labels should be installed 48" from the floor to the bottom of the label. This way the whole exhibition will have continuity. The information needed for each label:
   - Your name
   - Title of piece
   - Medium
   - Year of Work
   - Your Department/Major

   Price or NFS  Price to be listed only if being sold through the MICA College Store. If you opt not to sell through the College Store then the piece must be labeled NFS. You may have your contact info/cards with your artwork.

F. EXHIBITION ARTWORK SALES THROUGH THE MICA COLLEGE STORE

1. As a service to graduating seniors exhibiting in the 2016 Commencement Exhibition, the MICA College Store will facilitate sales of their exhibited artwork. A 15% commission will be withheld by the College Store to defray costs associated with the sale of artwork and exhibition; these costs include extra staff, credit card charges, etc. The College Store will also handle student sales during ArtWalk.

2. The MICA College Store sales program provides the following services:
   - Buyers may purchase artwork through the College Store during the exhibition hours and ArtWalk using cash, check, MC, VISA or American Express – students do not have to be present to sell their artwork.
   - College Store staff will mark artwork as sold during ArtWalk and the Exhibition with a red dot on the label.
   - Artwork will be held and stored by MICA for pick-up by the purchaser after the Exhibition.
   - If work is sold, students will receive a receipt, including buyer contact information, and a check, mailed within 30 days, for the price of the artwork less the 15% commission.

3. It is assumed that if you are pricing your work on the Commencement Proposal form that you are participating in the MICA Store Sales Agreement
Meyerhoff/Decker ARTWORK ID Form
To be used ONLY for artwork to be exhibited in Meyerhoff or Decker Galleries

INSTRUCTIONS:
1. Print out and duplicate this form for as many pieces that you will have in the Gallery.
2. Print information legibly on each form.
2. Firmly attach ARTWORK ID FORM to the back of each piece of artwork for the Decker/Meyerhoff Galleries. Deliver artwork to the Decker gallery on Monday, May 9, 9:00 am - 4:30 pm.
4. If artwork is not delivered to your assigned gallery by deadline above, your exhibition space will be forfeited.

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

2016 ARTWORK ID FORM
Firmly attach to back of artwork, print legibly

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: __________________________________________________________________________________________