



# EXHIBITIONS

## JOHN HARTELL GALLERY



# MILSTEIN HALL GALLERY

In 1982 the college honored long-time professor of architecture and art, John Hartell, by naming the gallery in Sibley Dome after him for his extraordinary contributions to both disciplines at Cornell. Hartell joined the architecture faculty in 1930 and the art faculty in 1940, and served as chair of the art department from 1940 until 1959.

Milstein Hall Gallery is located in the lower level of Milstein Hall, which opened in the fall of 2011. The gallery is situated next to the sunken garden, taking advantage of natural light from garden which is along the north façade. The gallery floor is lowered 15 inches to increase the ceiling height within the exhibition space.

### Proposal

Individuals or departments interested in sponsoring exhibitions or holding exhibitions in John Hartell Gallery or Milstein Hall Gallery must submit a proposal for review by a faculty committee. If accepted the committee will assign dates for the exhibition based on availability and the exhibitor's requested dates. Exhibitions are typically for a minimum of two weeks with installation taking place on Sunday and striking of the show on Saturday. Proposals for exhibitions should be of work already completed, not theoretical work that has yet to be made.

Individuals or departments applying for exhibition space are responsible for all costs associated with the exhibition. The committee may offer limited funding for exhibitions, if requested by the exhibitor/sponsor. Any requests for funding must be made at the time of application. Reception, food, and beverage costs are not funded.

Please use the checklist on the right to ensure that you have submitted all necessary materials for consideration.

### Contact

Beth Kunz  
Events and Exhibitions Manager  
134 E. Sibley Hall  
(607) 255-7324  
aapgalleries@cornell.edu

### Proposal checklist:

Submit all materials in one to two PDFs via email to the address above.

- Description of exhibition (500 word narrative describing the exhibition, the artistic merit, and importance to the college or larger community).
- Up to eight high resolution images of work to be included in exhibition.
- A sketch or description of how the exhibition will be laid out in the gallery.
- One page resume/ biographical statement.
- Completed application form.
- Budget form (if requesting financial support).

# Application Form

Exhibitor name(s): \_\_\_\_\_

Local address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Dept/College/Sponsor: \_\_\_\_\_

Title for your exhibition: \_\_\_\_\_

Please circle which gallery you would like to apply for:                      Hartell                      Milstein

Please indicate the following:

Floor Space:    Yes        No        If yes, approximate % \_\_\_\_\_

Pedestals:        Yes        No        If yes, how many? \_\_\_\_\_

Wall Space        Yes        No        If yes, approximate linear feet? \_\_\_\_\_

Proposed dates for exhibition (list three choices):

Month/Date

Month/Date

First choice:                      Sunday, \_\_\_\_\_

Saturday, \_\_\_\_\_

Second choice:                      Sunday, \_\_\_\_\_

Saturday, \_\_\_\_\_

Third choice:                      Sunday, \_\_\_\_\_

Saturday, \_\_\_\_\_

**Budget** (a budget should only be submitted if you are requesting funding from the gallery committee.)

**INCOME** (non-AAP) List individual funding sources and amount of each:

1	_____	\$	_____
2	_____	\$	_____
3	_____	\$	_____
TOTAL INCOME (Applicant's Department/Program/Other Sources):		\$	_____

**EXPENSES**

Exhibition preparation/supplies (list individually):

1	_____	\$	_____
2	_____	\$	_____
3	_____	\$	_____

Shipping Costs		\$	_____
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Other expenses (list individually):

1	_____	\$	_____
2	_____	\$	_____

TOTAL EXPENSES:		\$	_____
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AMOUNT REQUESTED		\$	_____
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# FLOORPLAN

JOHN HARTELLGALLERY

LCD (46")  
Can be moved anywhere along the wall



