

Gallery + Exhibition Opportunities

APPLICATION OVERVIEW / OFFICE OF AAP EXHIBITIONS AND EVENTS

Thank you for your interest in exhibiting at the College of Architecture, Art, and Planning. Individuals or departments interested in sponsoring exhibitions or holding exhibitions in John Hartell Gallery, Bibliowicz Family Gallery, or a digital exhibition on the AAP monitors must submit an application for review by the AAP Gallery Committee. Applications to exhibit during the fall semester are due by April 1, and applications to exhibit during the spring semester are due by October 1 of the previous year.

JOHN HARTELL GALLERY, Sibley Dome

Named in honor of long-time professor of architecture and art, John Hartell, this centrally located gallery in Sibley Dome features north-facing windows, LCDs, and a moveable exhibition wall. Hours: Monday through Friday, 8 a.m–4:30 p.m.

BIBLIOWICZ FAMILY GALLERY, Milstein Hall

The Bibliowicz Family Gallery is located in the lower level of Milstein Hall with a north facing window, taking advantage of natural light. Hours: Monday through Friday, 9 a.m–4:30 p.m.

DIGITAL EXHIBITIONS, AAP monitors

For digital exhibitions, there are eight LCDs located throughout the college: one in Rand Hall, two in East Sibley Hall, two in John Hartell Gallery, one in West Sibley Hall, one in Tjaden Hall, and one in The Foundry.

CONTACT

MARIA PARK

AAP Exhibitions and Events Director

LINDSAY LAVINE

AAP Exhibitions and Events Coordinator

EMAIL

aapgalleries@cornell.edu

PHONE

(607) 255-7324

ONLINE

aap.cornell.edu/resources/galleries-exhibition-opportunities

Application Overview + Exhibitor Responsibilities

EXHIBITOR RESPONSIBILITIES + GUIDELINES

Proposals for exhibitions should be of work already completed, not theoretical work that has yet to be made.

DATES + EXHIBIT SCHEDULE If your application is accepted, the committee will assign dates for the exhibition based on gallery availability and the exhibitor's preferred dates. Exhibitions are typically for a minimum of two weeks with *installation taking place on Sunday* and *striking of the show on Saturday*. Exhibitions should be ready to open to the public promptly by 8 a.m. Monday morning.

BUDGET + COSTS Individuals or departments applying for exhibition space are responsible for all costs of the exhibit, including but not limited to materials, exhibition work, tools, shipping, labor, and setup arrangements associated with the exhibition, though the committee may offer limited funding for exhibitions, if requested by the exhibitor/sponsor by filling out the budget request portion of this application. Any requests for funding must be made at the time of application and cannot be altered after exhibit acceptance.

MATERIALS + TOOLS Individuals or departments applying for exhibition space are responsible for the design and execution of the exhibit, though gallery assistant help may be provided on the day of installation. Exhibitors are responsible for sourcing materials, tools, and supplies for the exhibit and are responsible for details such as mounting hardware, displays, and a well-thought-out plan of installation. A basic set of tools is available to the exhibitor at the time of installation and de-installation, but any extra or unusual tools and materials are the responsibility of the exhibitor to supply. If funds from AAP Exhibitions will be used toward the cost of certain materials or tools, then purchase of such items must be handled by the exhibitions coordinator, although exact item details and sourcing information must be supplied by the exhibitor.

GALLERY RULES + REGULATIONS Exhibitors must comply with all gallery rules and regulations, which appear at the end of this application document. Exhibitors are required to work closely with the Exhibitions and Events office to plan installation details, communicate needs and budget use, and supply work images and press materials ahead of exhibit opening.

Please use the checklist at right to ensure that you have submitted all necessary application pieces for consideration.

APPLICATION CHECKLIST

Deadline for fall semester exhibitions:
April 1. Deadline for spring semester exhibitions: **October 1**

Please complete the entire application in the following pages, which includes:

- Part 1: Application form
- Part 2: Budget request form
- Part 3: Description of exhibition
- Part 4: Images of exhibition work
- Part 5: Resume, CV, or biographical statement
- Part 6: Gallery layout: A sketch of the exhibition layout. Please overlay sketch on top of the gallery map. Include relevant description or notes
- Part 7: Digital exhibitions information and sample submissions *(for digital exhibitions only)*

SUBMISSION FORMAT

Submit all materials in *one* multiple-page PDF by email to:
aapgalleries@cornell.edu.

Attach separate additional information, such as a written description, images, or CV as inserted PDF pages as part of one single PDF file.

PART 1: **Application Form**

EXHIBITION INFORMATION

TITLE OF YOUR EXHIBITION

EXHIBITOR NAME(S) or GROUP

LOCAL ADDRESS

PHONE

E-MAIL

DEPARTMENT / COLLEGE / SPONSOR

GALLERY YOU WOULD LIKE TO APPLY FOR:

- John Hartell Gallery, Sibley Dome
- Bibliowicz Family Gallery, Milstein Hall
- AAP Monitors (digital exhibition only)

PLEASE INDICATE HOW YOU WILL USE THE GALLERY SPACE:

Floor space: YES NO If yes, approximate percentage: _____

Pedestals: YES NO If yes, how many pedestals: _____

Wall space: YES NO If yes, approximate linear feet: _____

BRIEFLY DESCRIBE WHAT MATERIALS WILL BE USED

Indicate any mounting hardware, use of paint, signage, projections, etc.

PREFERRED DATES

Please propose dates for your exhibition.

Exhibitions are installed on Sundays, and taken down on Saturdays. Exhibitions must be open to the public by Monday morning, 8 a.m. Exhibitions should run for a minimum of two weeks, but may run longer.

Proposed dates are not guaranteed, but will be taken into consideration.

FIRST CHOICE

Install date: _____

De-install date: _____

SECOND CHOICE

Install date: _____

De-install date: _____

THIRD CHOICE

Install date: _____

De-install date: _____

PART 2: **Budget Request Form**

BUDGET REQUEST + BREAKDOWN

ARE YOU SEEKING FUNDING FROM AAP EXHIBITIONS? YES NO

(If no, then please leave the remainder of this page blank and continue with the rest of the application)

AMOUNT OF FUNDING YOU ARE REQUESTING: \$ _____

BREAKDOWN OF REQUESTED AMOUNT

Please indicate how you intend to use the requested amount. Total requested amount should be reflected in the breakdown.

Exhibitions supplies / tools / materials:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____

Shipping:

- 1. _____ \$ _____
- 2. _____ \$ _____

Labor / assistance:

- 1. _____ \$ _____
- 2. _____ \$ _____

Other expenses:

- 1. _____ \$ _____
- 2. _____ \$ _____

TOTAL EXPENSES / REQUESTED AMOUNT: _____

ADDITIONAL SOURCES OF EXHIBITION FUNDING

Please list any additional (non-AAP) funding sources for your exhibition:

Source: _____

\$ Amount: _____

Source: _____

\$ Amount: _____

Source: _____

\$ Amount: _____

Source: _____

\$ Amount: _____

TOTAL EXTERNAL FUNDING SOURCES:

\$ _____

PART 3 : **Written Description,**
PART 4 : **Images,**
PART 5 : **Biographical Statement +**
PART 6 : **Gallery Layout**

PART 3 : WRITTEN DESCRIPTION

Please include a PDF page with the description of your proposed exhibition. This should be a 500-word narrative describing the exhibition, the artistic merit, and importance to the college or larger community. Please also include details on presentation and how you will use the specific gallery that you are requesting.

PART 4 : IMAGES

Please include a PDF page (or pages) containing up to eight clear images of work to be included in exhibition.

PART 5 : BIOGRAPHICAL INFORMATION

Please include a PDF page (or pages) containing your resume, CV, or biographical statement. If this a group or departmental application please provide a description of the group or department.

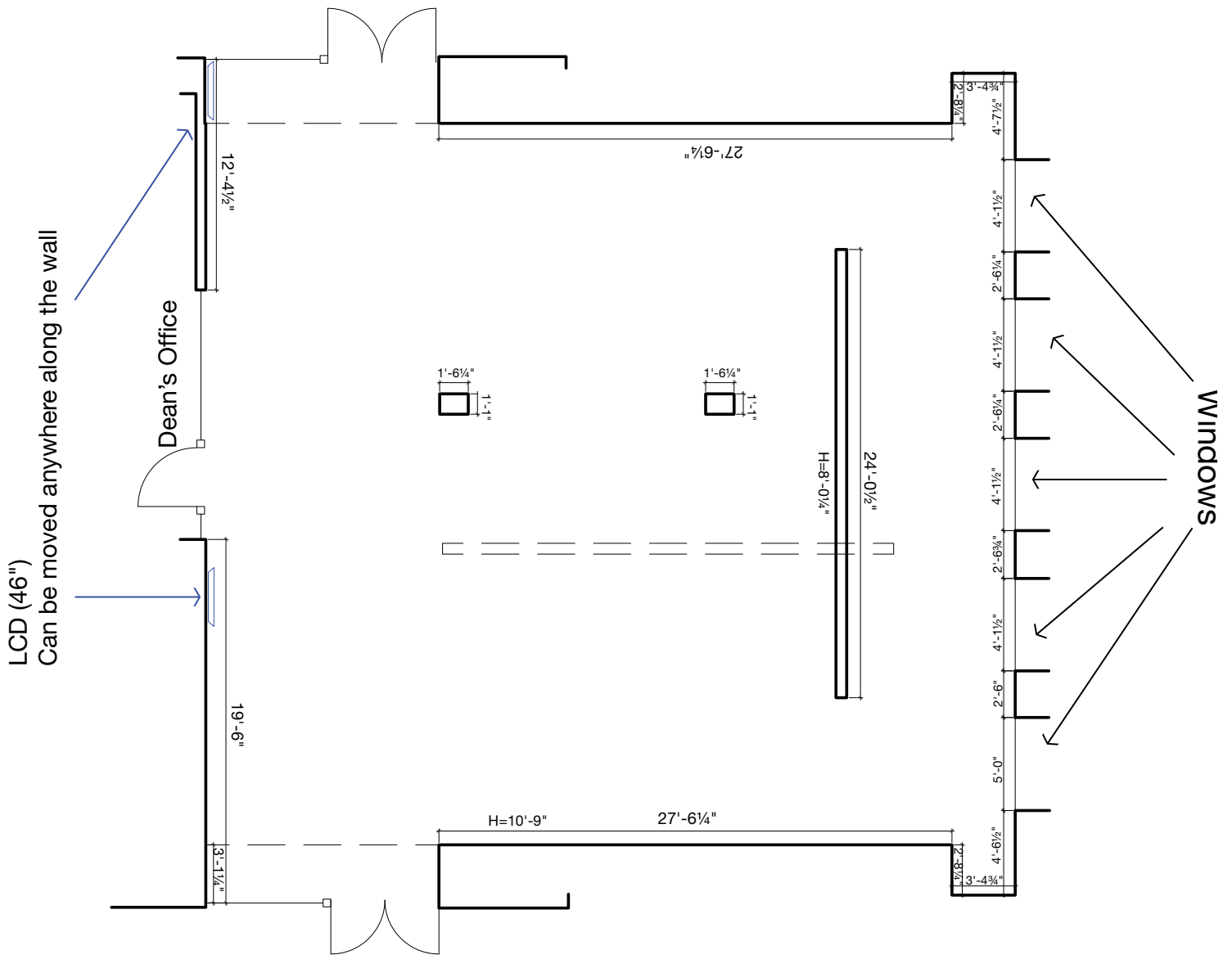
PART 6 : SKETCH AND GALLERY LAYOUT

Please create a sketch over the gallery layout detailing where you will arrange the exhibition elements. (Red pen is preferable). Please indicate floor space use, wall use, projection displays, use of LCD monitors, and anything else applicable. *(Complete the sketch only for the gallery space for which you are applying)*. Please note that there are moveable walls in both galleries and indicate how the wall will be placed. *If you are proposing a digital exhibition on the AAP monitors then you do not need to complete part 6; please skip to Part 7: Digital Exhibitions.*

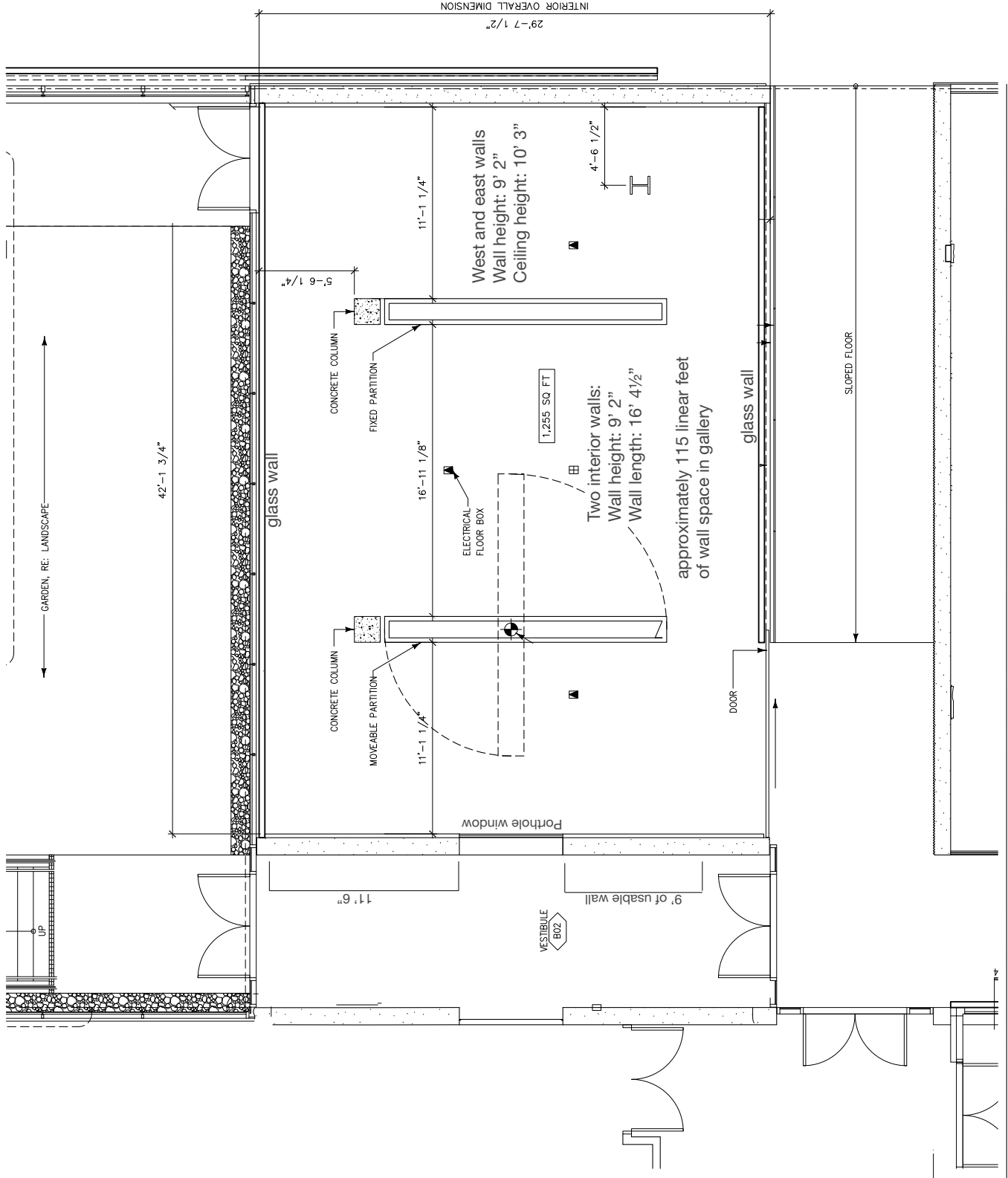
John Hartell Gallery layout page 6

Bibliowicz Family Gallery layout page 7

PART 6: GALLERY LAYOUT John Hartell Gallery



Bibliowicz Gallery



PART 7: Digital Exhibitions

DIGITAL EXHIBITIONS REQUIREMENTS

TECHNICAL REQUIREMENTS

All digital exhibitions must meet the technical requirements. If the exhibition does not meet the requirements it may be removed at the discretion of the exhibitions office.

Monitor Resolution for the LCDs is 1920 x 1080 @59-60hz. All video or images used should be in a high resolution format for optimum viewing. However, for the sake of file space/time it is not required to up-sample a lower quality video if it wasn't originally shot in HD.

The LCDs are powered by a content management system. All images and videos must be in prepared with the following specifications in mind:

Images

File type: JPEG

Resolution: 1920 x 1080

File names: Sequentially numbered starting at 1.jpeg, 2.jpeg, 3.jpeg, and so on.

File extensions: Must be .JPEG (*and not .jpg*)

Videos

Resolution: 1920 x 1080, HD

Encoding: h.264 encoding with a m4v wrapper

Filenames: Sequentially numbered starting at 1.m4v, 2.m4v, 3.m4v, and so on.

SUBMITTING FILES

Image or video files may be sent to the exhibitions coordinator via a file transfer program or by email (if space allows) to aapgalleries@cornell.edu. You may also submit files via a USB thumb drive, CD, or DVD.

OTHER INFORMATION

The college reserves the right to periodically interrupt any exhibition to promote events, make announcements, or perform upgrades to monitors.

TO SUBMIT WITH APPLICATION

If you are applying for a digital exhibition on the AAP Monitors, please send a sample of the images or videos.

Image or video samples may be sent to the exhibitions coordinator via a file transfer program or by email (if space allows) to aapgalleries@cornell.edu. You may also submit files via a USB thumb drive, CD, or DVD.

STATEMENT OF RULES, REGULATIONS, AND PROCEDURES

GENERAL INFORMATION

John Hartell Gallery and Bibliowicz Family Gallery are open Monday through Friday from 8 a.m. to 4:30 p.m. Any questions, comments, or suggestions should be addressed to the Exhibitions Director or Coordinator, College of Architecture, Art, and Planning, 116 W. Sibley Hall, Ithaca, NY 14853, (607) 255-7324.

Exhibitors must use the premises solely for the purpose of exhibiting work unless other arrangements are made with the exhibitions office prior to the exhibition dates and the exhibitors agree not to use the gallery for any disorderly or unlawful purpose. Exhibitors may not transfer this space to any other person or entity without first obtaining the written consent of the exhibitions office.

At the end of the exhibition period, the exhibitor must return the gallery to the same condition as at the beginning of the exhibition term, ordinary wear and tear excepted. Example, if an exhibitor chooses to paint the walls, he or she is responsible for repainting them after the exhibit, with the appropriate gallery paint. Additionally, the exhibitor will be responsible for any damage to the premises and agrees to pay the cost of repair. Exhibitors may not repair any part of the gallery without prior permission of the exhibitions office.

Finally, exhibitors are encouraged to consider carefully the gallery's suitability to their exhibits with particular consideration given to safety, installation procedures, and to the space itself.

SAFETY

The AAP galleries' primary responsibility is to preserve the works of art entrusted to its care and to provide a safe

environment for all persons who visit the gallery. Any person or persons whose behavior threatens or appears to threaten the gallery or the exhibits will be asked to leave the building. Additionally, the gallery will not allow exhibitors to install exhibits that threaten the safety of gallery visitors or building, contain hazardous materials, or violate environmental health and safety regulations. Any exhibitor who has questions or concerns regarding the safety of his/her exhibit is encouraged to speak with the exhibitions office prior to installation.

Exhibitors must comply with federal, state, or local laws, orders, or regulations and with university rules and policies, and with any lawful direction of Cornell University Police and Environmental Safety. Exhibitors must also obtain any necessary permits. The AAP Gallery Committee or its designee(s) reserve(s) the right to oversee any event.

Exhibitors may not block any entrances, exits, or fire escapes. In John Hartell Gallery, regardless of the type of exhibit, an unobstructed straight path of floor space, at least four feet wide, must be maintained on a line between the east and west gallery entrances. All doorways must remain completely unobstructed at all times and no work may be exhibited in such a way as to block or cover the doors or windows to the Dean's Office. In both John Hartell Gallery and Bibliowicz Family Gallery, no work may be suspended from the ceiling, ceiling sprinkler heads, lights, or light tracks or attached to the floors. Finally, members of the Cornell community must be allowed to pass through the premises at all times, excluding those aforementioned times when the gallery is closed.

RECEPTIONS

Special arrangements can be made in advance for opening

and/or closing receptions by contacting the exhibitions office. Exhibitors may not sponsor a party or a reception or serve food or drink without prior approval from the exhibitions office. Smoking is not permitted in the gallery at any time.

INSTALLATION PROCEDURES

Exhibitors may not mark, paint, drill into, hammer, apply sticky material, or in any way deface or alter any part of the gallery or gallery equipment without the express permission of the exhibitions office. All furniture, pedestals, plate glass, monitors, technology, cords, tools, gallery-provided supplies, light bulbs and fixtures, chairs, and fabric material scraps must remain in the gallery at all times and may be moved only within the confines of the gallery under supervision of the exhibitions office and in compliance with the following procedures:

- All plans for painting, hanging, surface alterations etc. must be discussed with the exhibitions office prior to the hanging of a show.
- No adhesives may be used on the walls, floor, windows or gallery surfaces (including tape, foam mounting squares, glue, etc.).
- No fixatives, spray paint, or noxious chemical are permitted in the gallery due to ventilation concerns.
- All exhibit pieces are expected to be finished completely and the gallery to be clean and presentable by exhibition opening time (typically by Monday, 8 a.m.).
- Exhibitor must keep doors locked, tool closets locked, and gallery lights turned completely off when not present during after-hours and on weekends.
- Keys to the gallery or tool closets must not be shared or left unattended, and must be returned immediately following the take down of the exhibit.
- Exhibitors should meet with the exhibitions office prior to installation to discuss all aspects of the exhibitors plans for using the gallery space.

MOVING WALL

The moving wall may be adjusted to suit the needs of each new show under the supervision of the exhibitions office. The wall is not to be moved while the gallery is open or after its position has been established for a particular exhibition. Note that the ceiling mount lights in Bibliowicz Family Gallery must be removed *before* the moving wall is moved.

LIGHTING

The exhibitions office, with the help of the gallery assistants, will be responsible for adjusting the lighting for each show. The lights will only be adjusted by the gallery assistants or exhibitions office. Should a light be moved or broken by the exhibitor, the exhibitor will be responsible for the cost of replacing the light.

WINDOWS

All windows should be closed and locked when leaving the gallery after hours or on weekdays. Window blinds must never be closed while a window is open.

TAKE DOWN

All exhibition materials should be removed from the gallery on the day agreed upon at a time scheduled with the exhibitions office. Any items left at the end of a show will be disposed of immediately. The gallery must be left in the same condition that it was received, including: walls must be patched and repainted to original condition, gallery tools and supplies must be returned to their closets, and any damages to the gallery must be repaired, under the supervision of the exhibitions office. Keys to the gallery and tool closets must be returned promptly after the exhibit take down.

PHOTOGRAPHY

John Hartell Gallery or Bibliowicz Family Gallery are authorized to photograph, sketch, or reproduce in any media any object covered by this statement for documentary and educational purposes, for reproduction in a college newsletter, or in

publicity related to the exhibition, unless other arrangements between the exhibitor and the exhibitions office have been agreed upon in writing prior to the time of exhibition. Cornell faculty, staff, students, and general public may photograph works in an exhibition for non-commercial use.

CANCELLATION POLICY

Should the exhibitor fail to comply with any conditions documented above, whether express or implied, or should the exhibitions office or AAP Gallery Committee reasonably believe that such has occurred or is likely to occur, the exhibitions office or college may take possession of the gallery without notice, terminating the exhibitor's use of the gallery. In this event, the exhibitor remains liable for any and all damages or deficiencies.

In the event that the exhibitor should cancel any of the exhibition dates, the AAP Gallery Committee reserves the exclusive right to offer the gallery to another person or persons. John Hartell Gallery or Bibliowicz Family Gallery intends to serve the needs of the students, faculty, and staff of the College of Architecture, Art, and Planning. As such, priority for the gallery space is given to those applicants who are affiliated with the college. Under highly unlikely and extreme situations, the AAP Gallery Committee reserves the sole and exclusive right to reschedule the exhibition dates subsequent to the exhibitor's signing of the release and indemnification agreement and, in that event, the AAP Gallery Committee will provide at least 24 hours advanced notice. If the exhibitor fails to occupy or use the gallery as provided in this statement, John Hartell Gallery and/or Bibliowicz Family Gallery reserves the right to offer occupancy to another person or persons. Any notice to the exhibitor is considered given if in writing and delivered personally or sent by mail addressed to the exhibitor's address or if sent by fax.