

**CORNELL UNIVERSITY**  
**DEPARTMENT OF ART**  
exhibition application

**Tjaden Hall Galleries**

- Olive Tjaden Gallery
- Experimental Gallery

# overview

Thank you for your interest in exhibiting at the Department of Art. Individuals or departments interested in sponsoring exhibitions or holding exhibitions in the Olive Tjaden Gallery or in the Experimental Gallery must submit an application for review by the Department of Art gallery committee. Proposals for exhibitions can be based on work already completed or anticipated work that has yet to be made.

## OLIVE TJADEN GALLERY, 101 Tjaden Hall

Named in honor of Olive Tjaden Van Sickle, a distinguished and prolific alumnus of the College of Architecture, Art, and Planning, this is the largest of the exhibition spaces located Tjaden Hall. The space features a single north-facing window with a sliding panel to close off natural light completely.

## EXPERIMENTAL GALLERY, 102 Tjaden Hall

The Experimental Gallery has a comparably small footprint but has a towering two-story ceiling, visual access from the second floor and three large south-facing windows.

**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 typically run for one week unless an exception is requested and approved. Installation begins Saturday prior and de-installation should be complete by 12 p.m. the Saturday following. Exhibitions should be ready to open to the public at 8 a.m. the Monday following installation. **Opening receptions are held on Tuesdays.**

**MATERIALS + TOOLS** Individuals or departments applying for exhibition space are responsible for the design and execution of the exhibit, though gallery assistant help will be provided on the day of installation. Exhibitors are responsible for sourcing materials, tools, and supplies for the exhibit, and providing 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.

**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 gallery assistant to plan installation details, communicate needs, and supply work images and press materials ahead of the exhibit opening.**

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

Please submit all materials in **one**, multiple-page PDF by email to: [rjb298@cornell.edu](mailto:rjb298@cornell.edu) by the specified deadline.

**Deadline for fall semester exhibitions: May 1**

**Deadline for spring semester exhibitions: November 1**

## application checklist

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

- **Part 1:** Application form
- **Part 2:** Detailed exhibition proposal
- **Part 3:** Notes on feasibility
- **Part 4:** Please sketch, in a contrasting color (digitally or manually), your plans over the floorplans of your preferred gallery.

## contact

### RENÉ BENDA

Program Assistant  
224 Tjaden Hall  
[rjb298@cornell.edu](mailto:rjb298@cornell.edu)  
607.255.6730

### FRANK PARISH

Facilities Director  
B16 W. Sibley Hall  
[fop2@cornell.edu](mailto:fop2@cornell.edu)

# part 1: exhibition information

Please submit all materials in **one**, multiple-page PDF by email to: [rjb298@cornell.edu](mailto:rjb298@cornell.edu) by the specified deadline.

**EXHIBITOR NAME(S), DEGREE PROGRAM & GRADUATION YEAR:**

**PHONE:**

**EMAIL:**

**SPONSOR NAME:**

**EMAIL :**

**TITLE OF YOUR EXHIBITION (IF KNOWN):**

**PREFERRED GALLERY:**

Olive Tjaden Gallery, 101 Tjaden Hall  
Experimental Gallery, 102 Tjaden Hall

**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:

**IS THIS EXHIBITION IN FULFILLMENT OF PROGRAM REQUIREMENTS?**

YES NO

**BRIEFLY DESCRIBE WHAT INSTALLATION MATERIALS WILL BE USED**

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

## preferred dates

Please propose dates for your exhibition.

Please coordinate with the gallery assistant to install the Sat./Sun. prior to the week of your show, and to de-install by 12 pm the Sat. following your show.

Exhibitions must be open to the public by Monday morning, 8 a.m. Exhibitions should run for one week, but may run longer if an exception is approved.

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:

**RECEPTION:** YES NO

**COMMENTS:**

## **part 2: written description, cv**

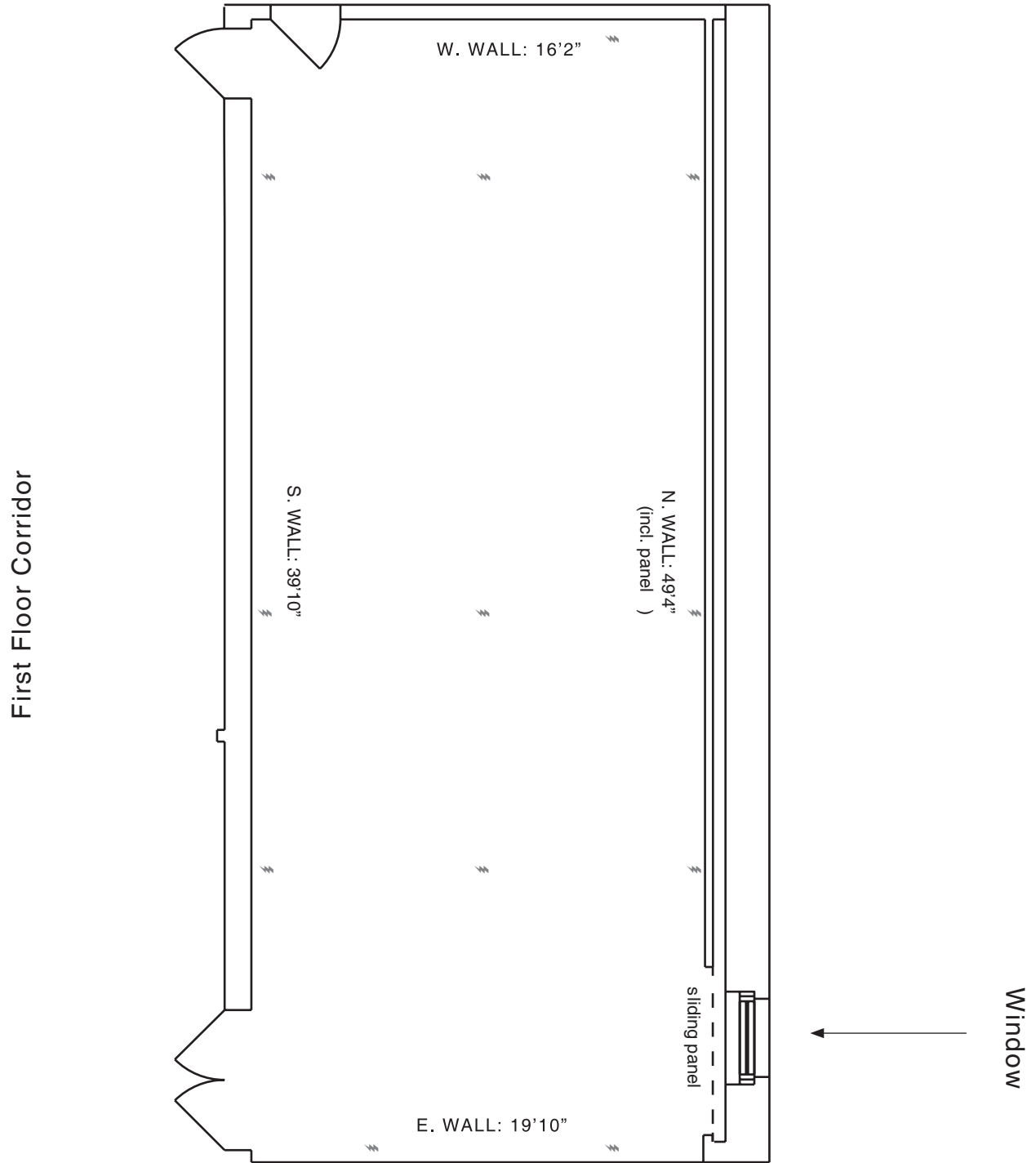
Please describe, in detail, and in no longer than 250 words what you are proposing and how you intend to execute. Additionally, please attach a cv and up to five images properly formatted for the 8.5" x 11" PDF submission package.

## **part 3: notes on feasibility**

Please note any extra funds or additional processes you intend to utilize for the execution of what you are proposing.

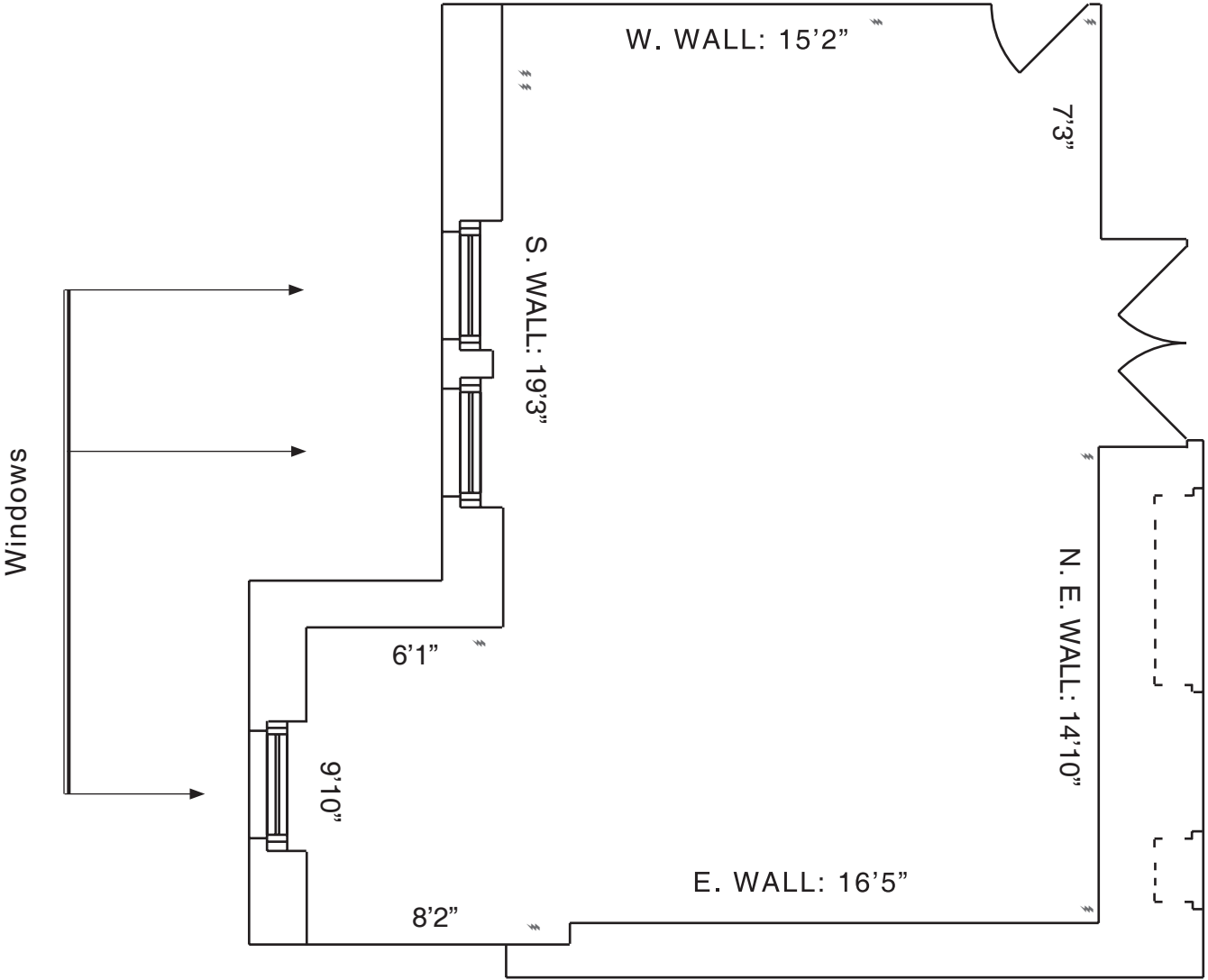
# part 4: gallery layout

Please sketch, in a contrasting color (digitally or manually), your plans over the floorplans of your preferred gallery.



**Olive Tjaden Gallery**

First Floor Corridor



# Experimental Gallery

# statement of rules + guidelines

## GENERAL INFORMATION

The Tjaden galleries are open Monday through Friday from 8 a.m. to 5 p.m. Any questions, comments, or suggestions should be addressed to the administrative office in the Department of Art at 224 Tjaden Hall, Ithaca, NY 14853, (607) 255-3558.

Exhibitors must use the premises solely for the purpose of exhibiting work unless other arrangements are made with the art 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. **Under no circumstances is alcohol to be served in the Tjaden galleries unless an event registration approval is submitted two weeks prior to the opening date of your exhibition.**

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 from the art 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 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 art 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 Olive Tjaden Gallery Committee or its designee(s) reserve(s) the right to oversee any event.

Exhibitors may not block any entrances, exits, or fire escapes. All doorways must remain completely unobstructed at all times. In both galleries, 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 aforementioned times when the gallery is closed.

## RECEPTIONS

Receptions are held the Tuesday of your exhibition. Exhibitors may not sponsor a party or a reception or serve food or drink without prior approval from the art office. **Under no circumstances is alcohol to be served in the Tjaden galleries unless an event registration approval is submitted to the art office two weeks prior to the opening date of your exhibition.** Smoking is not permitted in the gallery at any time.

## **INSTALLATION PROCEDURES**

Exhibitors may not mark, paint, drill into, hammer, apply adhesive material, or in any way deface or alter any part of the gallery or gallery equipment without the express permission of the art office. All furniture, pedestals, 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 art office and in compliance with the following procedures:

- All plans for painting, hanging, surface alterations etc. must be discussed with the art 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 to 224 Tjaden Hall following the take down of the exhibit

## **LIGHTING**

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

## **TAKE DOWN**

All exhibition materials should be removed from the gallery on the day agreed upon at a time scheduled with the gallery assistant and/or art 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: gallery tools and supplies must be returned to their closets, and any damages to the gallery must be repaired under the supervision of the gallery assistant and/or art office. Keys to the gallery and tool closets must be returned promptly after the exhibit is taken down.

## **PHOTOGRAPHY**

The Olive Tjaden Gallery and Experimental Studio are authorized to photograph, sketch, or reproduce in any media and object covered by this statement for documentary and educational purposes, for reproduction in a college magazine, or in publicity related to the exhibition, unless other arrangements between the exhibitor and the art 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 art office or gallery committee reasonably believe that such has occurred or is likely to occur, the art office or department 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.

**I have read and agree to abide by the above stated rules and guidelines. I understand that I must update my installation plans with Frank Parish, AAP facilities director, prior to my exhibition installation date.**