

CRP Gallery Rules and Regulations

GENERAL INFORMATION

The Gallery is open 24 hours a day, 7 days a week. Any questions, comments, or suggestions should be addressed to the CRP Gallery coordinator, reached via the main CRP office, 106 W. Sibley Hall, (607) 255-4613.

Gallery Purpose and Use

The CRP Gallery is intended to support pedagogy in the department. Exhibitions can be mounted by faculty or students, and may contain work produced in the department or elsewhere. All exhibits must have a CRP faculty member sponsor, who by being so commits to having reviewed and approved for exhibition the materials proposed for display. Visiting exhibits or exhibits prepared by others not affiliated with the department may be approved providing they have a CRP faculty member sponsor. However, because there is no security in the CRP gallery, such exhibits may be better suited for Hartell, Milstein or another venue on campus.

Between scheduled exhibits, the Gallery is available to regular CRP classes to pin up work for review or display on an informal basis. No material may be posted that is not either an approved exhibition or classwork.

Exhibitors must use the premises solely for the purpose of exhibiting work unless other arrangements are made with the Gallery Coordinator 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 CRP Gallery Coordinator.

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. 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 CRP Gallery Coordinator.

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

SAFETY

The Gallery's primary aim is to enhance pedagogy in the department. It also needs to provide a safe environment for all persons who visit the gallery. Exhibits that threaten the safety of gallery visitors, contain hazardous materials or violate environmental health & safety regulations are not permitted. 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 may not block any entrances, exits or fire escapes. Regardless of the type of exhibit, an unobstructed straight path of floor space, at least four feet wide, must be maintained through the space from east to west. All doorways must remain completely unobstructed at all times. Additionally, no work may be suspended from the ceiling, ceiling sprinkler heads, lights or light tracks. Finally, members of the Cornell community must be allowed to pass through the premises at all times.

INSTALLATION PROCEDURES

Exhibitors may not mark, paint, drill into or in any way deface or alter any part of the gallery or gallery equipment without the express permission of the gallery coordinator. All furniture, pedestals, light bulbs and fixtures must remain in the Gallery at all times and may be moved only within the confines of the Gallery under supervision of the Gallery Coordinator and in compliance with the following procedures: ALL plans for painting, hanging, surface alterations etc. must be discussed with the gallery coordinator prior to the hanging of a show. No adhesives may be used on the walls (including tape, foam mounting squares etc...). No fixatives are permitted in the Gallery due to ventilation concerns. All exhibit pieces are expected to be finished completely before an exhibition. Exhibitors should label all work to identify the

artist, title and any other relevant information. Labels may be attached by pins: they may not be glued to the floors or to the walls.

LIGHTING The Gallery Coordinator will be responsible for adjusting the lighting for each show. The lights will only be adjusted by the Gallery Coordinator. 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 Coordinator. Any items left at the end of a show will be disposed of immediately.

PHOTOGRAPHY

The department of City and Regional Planning is 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 Gallery Coordinator 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 Gallery Coordinator reasonably believe that such has occurred or is likely to occur, the Coordinator or Gallery Manager 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 Gallery Committee reserves the exclusive right to offer the Gallery to another person or persons. The Gallery intends to serve the needs of the students, faculty and staff of the Department of City and Regional Planning. As such, priority for the Gallery space is given to those applicants who are affiliated with the Department. Under highly unlikely and extreme situations, the Gallery Coordinator 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 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, the Gallery reserves the right to offer occupancy to another person or persons.

CRP Gallery Exhibition Request Form

Please note: The exhibitor is responsible for all costs associated with his/her exhibit. If you need funding, please obtain funding prior to submitting an application. All individuals who are given exhibit space in the CRP Gallery must read and sign the gallery's rules and regulations before installing their exhibit.

Gallery Hours

The Gallery is always open. As a result, security is not ensured nor warranted for objects on display. Exhibitors must install and remove their exhibits on the date and time agreed upon when the reservation was made for the space. Arrangements for ladders or other equipment used in installation or removal should be made in advance to ensure their availability.

Gallery Request Deadlines

This application must be submitted to 106 W. Sibley Hall at Cornell University for consideration by the CRP Gallery committee/coordinator. Electronic submission of applications is preferable. Exhibits are approved on a rolling basis, based on space availability. However, priority may be given to certain exhibitions based on timeliness or the committee's judgment as to value for teaching or administrative purposes, such as accreditation. Applicants will be notified as soon as practicable.

Please type or print clearly. The form will need to be printed in order for your sponsor to sign.

Name: _____ Status: _____

Semester applying for: _____

Phone: _____ Email: _____

Applicants: Sponsors must be a faculty member from the Department of City and Regional Planning.

2. Sponsor: _____ Email: _____
Sponsor Signature: _____ Date: _____

By signing this application, the sponsor is giving his/her approval of the exhibition concept, and will continue to mentor the exhibitor regarding their exhibition proposal and the Guidelines of the CRP Gallery

3. Please provide a title for your exhibition:

4. Please describe your proposed exhibition in an appended two-page (max) proposal statement that outlines the exhibition and, ideally, contains images of the work to be exhibited.

5. Please list all materials to be used in your exhibition:

6. Please indicate if you will need any of the following for your exhibit:
Floor Space Pedestals Wall Space

7. Please indicate your preferences (month/days) for exhibition space (list three choices):

First Choice
Second Choice
Third Choice

Digital Media

The CRP Gallery includes an LCD monitor that can be programmed to display material related to an exhibit on display in the gallery. Material for that monitor needs to be submitted to Beth Kunz using the AAP Digital Exhibition Request Form found at <http://aap.cornell.edu/resources/upload/Digital-Exhibition-Form.pdf> at least three weeks prior to the opening of the exhibit.

Technical Requirements

All exhibitions must meet the technical requirements (see below). If the exhibition does not meet the requirements it may be removed at the discretion of the Office of Communications. You must include within the exhibit your name, degree program, and anticipated year of graduation. Additionally, some text should be provided — a title for the image or descriptive text of some type.

The Office of Communications reserves the right to periodically interrupt any exhibitions to promote events or make announcements.

If your application is approved, you will need to make arrangements to meet with Andre Hafner so that your exhibit may be uploaded (ah97).

Images

Resolution: 1920x1080. 16:9 aspect ratio preferred.

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

Videos

Resolution: 1920x1080. If your video is not HD please contact Andre Hafner (ah97)

Encoding: h.264 encoding with a m4v wrapper

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

Access to computers: After your exhibit has been approved you will need to schedule a time with Andre Hafner (ah97) to load your files. Please prepare your files on a CD, DVD, or USB thumb drive. If you encounter technical difficulties or have formatting questions, please email or call Andre Hafner at ah97 or 607-255-1130.