Olive Tjaden Hall Galleries
Statement of Rules, Regulations, and Application

GENERAL INFORMATION
The Olive Tjaden Hall galleries offer an opportunity to exhibit work in an environment where critical
dialog, evolving discourse, and investigation can flourish within the Department of Art and the Cornell
community at large. Exhibitions encourage interaction through a diverse exchange of both traditional and
contemporary media granting an extensive range of experience, communication, and exploration toward
the encounter with works of art.

The galleries assist in the development of student’s professional exhibition skills consummate with their
area of study, and future exhibition practice as artists. Both spaces impress upon all exhibitors the
responsible responsibility of presenting exhibitions ethically, and in an environmental conscientious
manner.

Exhibitors may use the premises solely for the purpose of exhibiting and agree not to use the gallery for
any disorderly or unlawful purpose. Exhibitors may not transfer this space to any other person without
first obtaining the written consent of the gallery coordinator and gallery sponsor.

Exhibitions run from Monday through Friday. Exhibitors may install their exhibition on Saturdays after
12 p.m., or Sundays depending on the arrangements made with the gallery assistant. Any questions,
comments, or suggestions should be addressed to Maria Brown, Tjaden Gallery coordinator in the
Department of Art, (mpb7), 224 Olive Tjaden Hall, Ithaca, NY 14853, (607) 255-6730. All exhibits are to
be installed with the gallery assistant present. All exhibition materials must be removed by 12 p.m. on the
Saturday after the exhibition ends. The exhibitor is responsible to contact the gallery assistant to make
arrangements for the installation and deinstallation of the exhibit. If your application is approved you will
receive an email with the contact information for the gallery assistant. Tables for receptions are available
upon request. Exhibitors are responsible for preparing and clean up of their opening/closing receptions.
Exhibitors are also responsible for daily opening and closing of the gallery. Exhibitors should pick up a
key for the gallery on Thursday prior to their exhibition from the art administrative office. The
Department of Art is not responsible for any damages to artwork or personal equipment.

One week before your exhibition you are required to send Edith Fikes, edith.fikes@cornell.edu, your
exhibition announcement that includes exhibitor names, title of exhibition, dates of exhibition, date of
opening/closing, AND images of your work that will on the information screens throughout the college.
Refer to the email that Maria Brown will send you regarding your approval and guideline requirements.

SAFETY
Exhibitions that compromise the safety of gallery visitors contain hazardous materials or violate Cornell
Environmental Health and Safety regulations are not tolerated. Policy and safety questions should be
directed to Frank Parish, AAP Director of Facilities. Frank’s signature is required on the application (see
the exhibition guidelines document). Exhibitors must comply with federal, state, and local laws, and with
Cornell University Environmental Health and Safety policies. Exhibitors must also obtain any necessary
permits prior to the exhibition. Frank will inform you if you need to comply with any permits. Please do
not delay in having him review your application, permits are not automatic and might take some time to
be approved. You can reach Frank at (607) 255-6066, fop2@cornell.edu, B16 W. Sibley.

APPLICATION REQUIREMENTS:
• Completed and signed application by all participants
• Art faculty sponsor signature
• Director of Facilities signature (Note: Frank might send you to see Steve Yaros (see the exhibition
• Five to 10 images printed of your known exhibition plans. If unknown, please give current work. Must also include a list describing the dimensions, media, and date
• An artist exhibition proposal statement describing your proposed exhibition in full detail

**CANCELLATION POLICY**
In the event that the exhibitor should cancel their exhibition, the Gallery Committee reserves the exclusive right to offer the Gallery to another person or persons. Priority of Gallery space is given to those applicants who are affiliated with the College.

**ALCOHOL POLICY**
Alcohol cannot be served at receptions in Olive Tjaden Hall.

_Your signature indicates you have read, fully understand and agree to abide by the rules and policies of the Olive Tjaden Hall galleries._

Signature: ___________________________________ Date: _______________________
Signature: ___________________________________ Date: _______________________
Signature: ___________________________________ Date: _______________________
Signature: ___________________________________ Date: _______________________
Signature: ___________________________________ Date: _______________________

Maria Brown, Gallery Coordinator
224 Tjaden Hall, Department of Art
Cornell University, Ithaca, NY 14853
Phone: (607) 255-6730
mpb7@cornell.edu
**TJADEN EXHIBITION APPLICATION REQUEST FORM**

**OFFICE USE ONLY**

Application is: **APPROVED** / **NOT approved**

EXHIBITION WEEK: __________

EXHIBITION Mon., _____ / _____ ~ Fri., _____ / _____, 20_____

Gallery Director: ____________________________

(signature) (date)

Apply for one gallery space only.

Olive Tjaden Gallery: _____ Experimental Studio: _____ Semester: **SPRING 2014**

**Gallery Hours:** The Tjaden Gallery is open Monday through Friday from 8 a.m. to 4:30 p.m. Exhibits run from Monday through Friday. Exhibitors may install their exhibits on Saturday after 12 p.m., or Sunday depending on the arrangements made with the gallery assistant. All exhibits are to be installed with the gallery assistant present. All exhibition materials must be removed by 12 p.m. on the Saturday after your exhibition ends. The exhibitor is responsible to contact the gallery assistant to make arrangements of the installation and deinstallation of the exhibit. If you application is approved you will receive an email with the contact information for the gallery assistant. Tables for receptions are available upon request. Exhibitors are responsible for preparing and cleaning up of their opening/closing reception. Exhibitors are responsible for opening and locking the gallery and should pick up a key for the gallery on Thursday prior to their exhibition.

**Gallery Request Deadlines:** Submit your gallery application to Maria Brown, administrative office, room 224, Olive Tjaden Hall. Deadlines: fall semester by Friday, May 9; and spring semester by Monday, December 1. Late applications will be considered only if space is available. You will be notified by email with the decision of your request.

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Please PRINT:

Exhibitor Name: ____________________________

Cell Phone: ____________________________

Local (Ithaca) Address: ____________________________

Cornell Email: ____________________________

Exhibitor Name: ____________________________

Cell Phone: ____________________________

Local (Ithaca) Address: ____________________________

Cornell Email: ____________________________

Exhibitor Name: ____________________________

Cell Phone: ____________________________

Local (Ithaca) Address: ____________________________

Cornell Email: ____________________________

What is your affiliation with the College of Architecture, Art and Planning? (Complete all information.)

Student ( ) Faculty ( ) Staff ( ) Alumnus ( ) No Affiliation ( ) Department/Program: ________

Are you applying for exhibition space to fulfill a program/academic requirement (i.e. thesis show)? Yes ( ) No ( )

Are you applying for space to fulfill requirements for a CCA Grant? Yes ( ) No ( )

Please indicate your preferences (month and date) for exhibition and/or reception space (list three choices):

**Note: All exhibitions start on a Monday and end on a Friday.**

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Month</th>
<th>Date</th>
<th>Reception</th>
<th>Weekday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
<td>Mon.</td>
<td>~</td>
<td>Fri.</td>
<td>~</td>
<td>Reception:</td>
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<tr>
<td>2nd Choice</td>
<td>Mon.</td>
<td>~</td>
<td>Fri.</td>
<td>~</td>
<td>Reception:</td>
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<tr>
<td>3rd Choice</td>
<td>Mon.</td>
<td>~</td>
<td>Fri.</td>
<td>~</td>
<td>Reception:</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
All exhibition plans must be reviewed and approved Frank Parish, AAP Director of Facilities. Before submission of this application you must meet with Frank Parish the AAP facilities Director to review and approve of your exhibition materials and plans. Anything in an exhibition that is beyond paintings, prints, drawings or the simply use of pedestals. Any installation of unusually heavy objects that are meant to be attached to walls or items that you want to hang from the ceiling or anything else that needs approval from Frank and possible permission from Cornell’s Department of Health and Safety. Frank will review your application for anything that indicates potential problems or requirements. Contact Frank at fop2@cornell.edu, fop2@cornell.edu, or B16 West Sibley to make an appointment with him.

My exhibition plans are:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Please indicate what, of the following, you will need:

<table>
<thead>
<tr>
<th>Floor Space</th>
<th>Yes</th>
<th>No</th>
<th>If yes, approximate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestals</td>
<td>Yes</td>
<td>No</td>
<td>If yes, how many?</td>
</tr>
<tr>
<td>Wall Space</td>
<td>Yes</td>
<td>No</td>
<td>If yes, approximate linear feet</td>
</tr>
</tbody>
</table>

Do you plan to hang anything from the ceiling? Yes, No. If yes, what?
__________________________________________________________________________________________
______________________________________________________________________________________
__________________________________________________________________________________________

Please list all materials to be used in your exhibition (Also, note the materials which may pose a safety hazard):
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

(Approval signature of Frank Parish)  (Today’s date)

Attach to the application a one page Artist Exhibition Proposal Statement along with photographs of work you plan to exhibit. If you do not know the work you plan to exhibit, please submit a draft of an Artist Exhibition Proposal Statement along with photographs of current work. Any changes to your application must be given 3 weeks prior to the date of your exhibition.

Your signature indicates you have read, fully understand and agree to abide by the rules and policies of the Tjaden Galleries, and have met with your sponsor regarding your exhibition.

Please PRINT:  SIGNATURE

Exhibitor Name: ____________________________
Exhibitor Name: ____________________________
Exhibitor Name: ____________________________
Exhibitor Name: ____________________________

Art faculty sponsor: I, ____________________________, (art faculty signature), approve of the exhibition concept, and will continue to mentor the exhibitor regarding their proposal, and the guidelines of the Olive Tjaden Hall galleries
EXHIBITION GUIDELINES: OLIVE TJADEN HALL GALLERIES

• All exhibitors prior to submission of the application must meet with Frank Parish the AAP Facilities Director for exhibition approval. Upon submission of the application you will meet with Maria Brown the gallery coordinator to review the guidelines.
• Exhibitions must be coordinated at least 10 days prior to the installation with the gallery assistant who will assist with installation and lighting. Contact information will be sent to you after approval of exhibition.
• Exhibitions MUST be ready to open on Monday morning by 8 a.m. Exhibitors are responsible to open and close their exhibition.
• Exhibitions are dismantled on Saturday before 12 p.m., and new exhibitions installed on Saturday or Sunday with prior arrangement with the gallery assistant. Note: Accommodations to install your exhibition must be made with the gallery assistant. Contact information will be given in your approval email.
• A key to the gallery must be checked out from the art department administration office, 224 Olive Tjaden Hall. The gallery will be opened the gallery by 8 a.m. and close by 5 p.m. each day of their exhibition.
• No impromptu, unapproved installations or materials will be allowed. The gallery director reserves the right to dismantle and/or discard any unapproved materials.
• Only approved objects may be hung from or attached to the ceiling.
• Only approved artworks may be painted or adhered directly onto the walls.
• NO objects can be painted or glued to the gallery floor. Any damage to the gallery floor will be at the expense of the exhibitor.
• The AAP Facilities Director, Frank Parish or the gallery director must approve any electrical devices used in artworks.
• Repair of nail holes and paint touch-up of walls is the responsibility of the gallery assistant.
• All installation materials and tools used in the gallery must remain in the gallery. Exhibitors are responsible for missing materials and tools and will be charged for missing items.
• Alcohol cannot be served at receptions in the Olive Tjaden Hall galleries.

AN EXHIBITOR MAY INCUR EXPENSES FOR NON-COMPLIANCE OR DAMAGES IN THE AMOUNT OF RESTORATION. COST WILL BE DETERMINED BY CORNELL UNIVERSITY SHOP ESTIMATES.

Your signature indicates you have read, fully understand and agree to abide by the Exhibition Guidelines, rules, and policies of the Olive Tjaden Hall galleries.

Exhibitor signature: ________________________________ Date __________________

Exhibitor signature: ________________________________ Date __________________

Exhibitor signature: ________________________________ Date __________________

Exhibitor signature: ________________________________ Date __________________

Return all materials to:
Maria Brown, gallery coordinator
224 Olive Tjaden Hall, Department of Art
Cornell University, Ithaca, NY 14853
Phone: (607) 255-6730
mpb7@cornell.edu

Roberto Bertoia (rgb4), director of Olive Tjaden galleries
Maria Brown (mpb7), coordinator of Olive Tjaden galleries