Olive Tjaden Galleries
Statement of Rules, Regulations and Application

GENERAL INFORMATION
The Olive Tjaden 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 respectful 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 12pm, or Sundays depending on the arrangements made with the Gallery Assistant. Any questions, comments, or suggestions should be addressed to Maria Brown the 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 12:00 noon on the Saturday after the exhibition ends. The exhibitor is responsible to contact the Gallery Assistant to make arrangements for the installation & de-installation 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, the Art Service Professional your exhibition announcement that includes exhibitor name(s), title of exhibition, dates of exhibition, date of opening/closing, AND images of your work that will be added the AAP College website and LCD 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 Rich Jaenson the AAP Facilities Manager. His signature is required on this application. See Exhibition Guidelines. Exhibitors must comply with federal, state and local laws, and with Cornell University Environmental Health & Safety policies. Exhibitors must also obtain any necessary permits prior to the exhibition. Rich Jaenson 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 Rich at 227-5826, rjj6@cornell.edu, B16 West Sibley.
APPLICATION REQUIREMENTS:
- Submit completed and signed application by all participants
- Art Faculty Sponsor signature
- Rich Jaenson, AAP Facilities Manager approval (see page 4)
- 5 to 10 images of known exhibition plans. If unknown, please give current work. Must also include a list describing the dimensions, media, 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 gallery receptions in Olive Tjaden Hall.

Your signature indicates you have read, fully understand and agree to abide by the rules and policies of the Tjaden Galleries.

Signature:___________________________________ Date ______________________
Signature:___________________________________ Date ______________________
Signature:___________________________________ Date ______________________
Signature:___________________________________ Date ______________________
Signature:___________________________________ Date ______________________
Signature:___________________________________ Date ______________________

Maria Brown, Gallery Coordinator
Department of Art, 224 Tjaden Hall,
Cornell University, Ithaca, NY 14853
Phone: (607) 255-6730
Fax: (607) 255-3462
mpb7@cornell.edu
TJADEN EXHIBITION APPLICATION REQUEST FORM

OFFICE USE ONLY

Application is: APPROVED / NOT approved

EXHIBITION WEEK: ______

Gallery Director: __________________________ Date: __________

EXHIBITION APPROVED FOR: Mon., _______ / _______ ~ Fri., _______ / _______, 20________

Apply to one gallery space only.

Olive Tjaden Gallery:____  Experimental Studio:____  Semester:

**Gallery Hours:** The Tjaden Gallery is open Monday through Friday from 8:00am to 4:30pm. Exhibits run from Monday through Friday. Exhibitors may install their exhibits on Saturday after 12pm, 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 12:00 noon on the Saturday after your exhibition ends. The exhibitor is responsible to contact the Gallery Assistant to make arrangements of the installation & de-installation 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 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, Art Administrative Office, room 224, Olive Tjaden Hall. Deadlines: Fall semester by Friday, May 9; and Spring semester by Monday, December 9. 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: __________________________  E-mail : __________________

Exhibitor Name: ___________________________  Cell Phone: __________________

Local (Ithaca) Address: __________________________  E-mail : __________________

Exhibitor Name: ___________________________  Cell Phone: __________________

Local (Ithaca) Address: __________________________  E-mail : __________________

Exhibitor Name: ___________________________  Cell Phone: __________________

Local (Ithaca) Address: __________________________  E-mail : __________________

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

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

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 ___. If Yes, add attachment explaining.

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>
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</thead>
<tbody>
<tr>
<td>1st Choice</td>
<td>Mon.</td>
<td>~</td>
<td>Fri.</td>
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<td>Reception:</td>
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<td>2nd Choice</td>
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<td>Fri.</td>
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<td>Reception:</td>
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<td>3rd Choice</td>
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<td>Fri.</td>
<td>~</td>
<td>Reception:</td>
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</table>
All exhibition plans must be reviewed and approved by Rich Jaenson. Exhibitors must consult before submission of this application with Rich Jaenson the AAP Facilities Manager, even if your exhibition is wall work, i.e., paintings, prints, drawings or the simply use of pedestals. Rich will review your application for anything that indicates potential problems or requirements. All applications must be vetted and approved by Rich Jaenson. Any installation of unusually heavy objects that are meant to be attached to walls or items that you want to hang from the ceiling must be vetted by Rich. He will let you know if other permissions from Cornell’s Department of Health and Safety are required. Contact Rich at 227-5826, rjj6@cornell.edu, 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>Item</th>
<th>Yes</th>
<th>No</th>
<th>If yes, approximate %</th>
</tr>
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<tbody>
<tr>
<td>Floor Space</td>
<td></td>
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<td></td>
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<tr>
<td>Pedestals</td>
<td></td>
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<tr>
<td>Wall Space</td>
<td></td>
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</tbody>
</table>

Do you plan to hang anything from the ceiling? Yes, No. If yes, what? (MUST be approved.)
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

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

Rich Jaenson comments regarding exhibition.
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

(Rich Jaenson’s signature) (Today’s date)

Attach to the application a one page Artist Exhibition Proposal Statement along with photographs or a CD 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 or a CD of current work. Note: Three weeks prior to your exhibition a copy of your application will be returned to you for confirmation and/or any revisions of the original application. Confirmation and/or revisions must be approved and signed by the Art Faculty Sponsor, and return to Maria Brown the Gallery Coordinator at least one week before the installation of the exhibit.

ART Faculty Sponsor:
I, ____________________________ (Art Faculty Signature), approve of the exhibition concept, and will continue to mentor the exhibitor regarding their exhibition proposal, and the Guidelines of the Tjaden Galleries.

Today’s date: ____________________________
EXHIBITION GUIDELINES
TJADEN GALLERIES

- All exhibitors prior to submission of the application must meet with Rich Jaenson the AAP Facilities Manager 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 8:00am. The Department of Art staff will open the gallery each morning.
- Exhibitions are dismantled on Saturday before 12 noon, 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 Tjaden Hall. The gallery will be opened by administrative staff in the morning, but exhibitors are responsible to lock the gallery in the evening.
- 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 wall fasteners, anchors, nails and/or screws may be used.
- 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.
- Rich Jaenson, AAP Facilities Manager must approve of 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 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 Tjaden Galleries.

Exhibitor signature:___________________________________ Date ______________________
Exhibitor signature:___________________________________ Date ______________________
Exhibitor signature:___________________________________ Date ______________________
Exhibitor signature:___________________________________ Date ______________________
Exhibitor signature:___________________________________ Date ______________________

Return all materials to: Maria Brown, Gallery Coordinator
Department of Art, 224 Olive Tjaden Hall, 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

4/25/2014:12:28pm: Maria Brown