Olive Tjaden Galleries
Statement of Rules, Application and Guidelines

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 directed to Maria Brown the
Coordinator for the Tjaden Galleries, (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. The
Department of Art will open the galleries each morning by 8:00am. The exhibitors are
responsible for locking the gallery each evening. 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 your exhibition announcement
information 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. If your gallery application is approved, please refer to the email you will receive
regarding requirements and exhibition guidelines.

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 the application guideline form before submission of the application. 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 or make specific changes to your gallery application. Please do not delay in having him review and approve your application. Permits are not automatic and might take some time to be approved. This is your responsibility. Contact Rich at 227-5826, rjj6@cornell.edu, B16 West Sibley.

APPLICATION REQUIREMENTS:
- Completed and signed application by all participants
- Art Faculty Sponsor signature
- Rich Jaenson’s signature (See Exhibition Guidelines.)
- 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 receptions in Olive Tjaden Hall.

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

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: NOT approved / APPROVED by Gallery Director: ___________________________ Date: ______

EXHIBITION APPROVED FOR: Mon., ______ / ______ ~ Fri., ______ / ______, 20____

EXHIBITION WEEK:_____

OFFICE USE ONLY

EXHIBITION WEEK: ______

Application is: NOT approved / APPROVED by Gallery Director: ___________________________ Date: ______

EXHIBITION APPROVED FOR: Mon., ______ / ______ ~ Fri., ______ / ______, 20____

Gallery Request Deadlines: If on campus, submit your applications in person to Maria Brown by:

May 10th for Fall application requests December 9th for Spring application requests

Late applications will be considered only if space is available. You will be notified by email with the decision of your request.

Apply to one gallery space only.

Olive Tjaden Gallery:_____ Experimental Studio:_____ Semester: FALL / Spring ____________ (Circle one) (Year)

Gallery Hours, Setting up/Taking down, Key/Opening/Closing, and Receptions:

Setting up/Taking down: Exhibitors may install their exhibits on Saturday after 12pm, or Sunday. Either day will depend on the arrangements exhibitors make 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 you application is approved you will receive an email with the contact information for the Gallery Assistant and Rich Jaenson the AAP Facilities Manager. Key/Opening/Closing: The key for the gallery you are showing in should be checked out from the Art Administrative Office, 224 Olive Tjaden Hall no later than Thursday prior to the exhibition.

The Department of Art will open the galleries each morning, but it is the responsibility of the exhibitor(s) to lock the gallery each evening. Receptions: A reception table is available upon request. Exhibitors are responsible for preparing and cleaning-up of their reception.

Please PRINT: (If you are a Cornell student or staff member, please use your Cornell NETID in the email area.)

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? No ___ YES ___ If yes, add attachment explanation.

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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<tbody>
<tr>
<td>1st Choice</td>
<td>Mon.</td>
<td>~ Fri.</td>
<td>~</td>
<td>Reception:</td>
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<td>2nd Choice</td>
<td>Mon.</td>
<td>~ Fri.</td>
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<td>Reception:</td>
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<td>3rd Choice</td>
<td>Mon.</td>
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<td>Reception:</td>
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</table>
Please indicate what, of the following, you will need:

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

If yes, approximate % _____

If yes, how many? _____

If yes, approximate linear feet _____

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

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: 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.

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

SIGNATURE  

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.

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

(Today’s Date)  
Updated 3/28/13:mpb
Exhibition Guidelines for the Olive Tjaden Galleries

- All exhibitors are responsible to attend the Gallery information session with Maria Brown, Gallery Coordinator and Rich Jaenson the AAP Facilities Manager. This session will take place at the beginning of each semester.

- Exhibitions are to be ready to OPEN on Monday morning by 8:00am.

- Exhibitions are dismantled on Saturday morning s before 12 noon, and new exhibitions installed on Saturday afternoons or Sundays with prior arrangement with the Gallery Assistant. Note: Accommodations must be made so that the gallery assistant has time to prepare (spackle, paint, etc.) the gallery.

- A key to the gallery must be checked out from the Art Department Administration Office, 224 Tjaden Hall. The gallery will be open in the morning by Art Administrative staff, but it’s the exhibitor’s responsibility to close the gallery at the end of the day.

- Exhibitions must contact the Gallery Assistant to make arrangements to install their show. The Gallery Assistant is to be present during installation. If your application is approved, you will receive their contact information in the approval email.

- All Exhibitors must consult with Rich Jaenson the AAP facilities Manager before submission of the application. Rich will review your application regarding any installation issues i.e., unusually heavy objects that are meant to be attached to walls, any item that you want to hang from the ceiling or anything else that might create a problem or needs permission from Cornell’s Department of Health and Safety.

My exhibition has been reviewed and approved by Rich Jaenson: _____________________________. 

(Signature of Rich Jaenson) (Today’s date)

- Rich will inform you if the Office of Environmental Health and Safety must approve any “installation” piece(s). A written proposal must be made with drawings and a material(s) list. No impromptu, unapproved installations or materials will be allowed. The Gallery Director reserves the right to dismantle and/or discard any unapproved materials.

- Rich Jaenson the AAP facilities Manager must approve any electrical devices used in artworks.

- Only approved wall fasteners, anchors, nails and/or screws may be used. (If special needs, see Rich Jaenson.)

- Only approved objects may be hung from or attached to the ceiling. (Must be approved by Rich Jaenson.)

- Only approved artworks may be painted or adhered (glued) 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.

- Repair of nail holes and paint touch-up of walls is the responsibility of the Gallery Assistant. However, if your exhibition creates all lot of work, you are expected to assist in cleanup.

- 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 Tjadens 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.

*** Exhibitors MUST consult with the Maria Brown the Gallery Coordinator, room 224 Olive Tjaden Hall.

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

Signature: ____________________________ Date __________________

Signature: ____________________________ Date __________________

Signature: ____________________________ Date __________________

Signature: ____________________________ Date __________________

Roberto Bertoia (rgb4), Director of Olive Tjaden Galleries
Maria Brown (mpb7), Coordinator of Olive Tjaden Galleries  
04/04/2013:2:54pm: Maria Brown