

Department of
EXHIBITIONS

Installation Guide

SERVICES & RESOURCES

Reservation & Use

The Department of Exhibitions offers technology, tools, painting supplies and pedestals for exhibitions identified on the Campus Gallery Schedule. The Campus Gallery Schedule can be found on the Department of Exhibitions page on the MICA portal and in the office of the Department of Exhibitions.

- ⊕ Check in/out hours are Monday – Friday, 10:00 -11:00 am and 3:00 - 4:00 pm.
- ⊕ Technology or pedestal request must be made 2 weeks before the installation date.
- ⊕ The artist must secure any equipment borrowed from the Department of Exhibitions.
- ⊕ A late fee of \$5.00 per day will apply to each item that is not returned on the scheduled check-in date.

Workshops

The Department of Exhibitions provides a 2-hour workshop to learn the basics of proper art handling, 2-D and 3-D artwork hanging, problem solving, and technical equipment assistance. The workshop schedule is available during the semester. Please contact the Department of Exhibitions for details.

Labels & Vinyl

A label form template is available through the Department of Exhibitions office and on the department's web page. Any undergraduate department exhibiting is responsible for producing their labels.

The Department of Exhibitions will only be responsible for creating vinyl that includes the Name of the exhibition and the dates. Any other text is the responsibility of the program. Vinyl production for these exhibitions can be completed at the print/resource studio in the Art Tech Center located at 1206-08 Mount Royal Avenue, or at a local vendor.

Transportation

The Department of Exhibition's truck is for picking up and delivering artwork for scheduled non-departmental exhibitions identified on the Campus Gallery Schedule.

Reception

The Department of Exhibitions provides tables for receptions in Decker, Meyerhoff, and Pinkard galleries. Other needs for tables should be directed to Facilities Maintenance, located in the Firehouse. Please request their services well in advance (at least a week) of the date of your reception.

MICA's in-house catering company must provide all food at gallery receptions. Catering requests can be found on the Portal. No alcohol may be served at gallery receptions.

Publicity

MICA's Communications Department coordinates all publicity and PR needs for campus exhibitions. Please contact them for further information at 410.225.4217.

No photography in the galleries without written permission from the Department of Exhibitions.

GALLERY RULES

Students, faculty, and staff installing in any of the galleries on MICA's campus are held accountable for all the information, policies and instructions within. If there are special installation needs not covered in this manual, the artist is required to consult with the Department of Exhibitions in advance.

Installation

Thoroughly inspect the gallery for existing damage before installing work. If there is damage from the previous exhibition, inform the Department of Exhibitions immediately, or you may be held responsible for the damage.

- ⊕ The artist is solely responsible for installation of his or her own artworks and technology.
- ⊕ Hanging from pipes or electrical equipment, including the lighting track is not allowed.
- ⊕ OSHA regulations require that a five-foot distance from all sprinkler system be maintained when hanging from a ceiling.
- ⊕ Structural building of any kind is not allowed. Any building of temporary walls, ceilings or floors must gain approval of the Department of Exhibitions.
- ⊕ Gallery walls cannot be manipulated in any way that would compromise the long-term appearance or stability.
- ⊕ Painting or any other permanent manipulation to the gallery floor is prohibited.
- ⊕ Artwork may not cover light switches, electrical boxes, signage, or doors.
- ⊕ Food, living organic material, animal or human blood or tissue, and soil are prohibited from use for installation in any of the MICA gallery spaces.
- ⊕ Any odorous materials or any type of solvent are prohibited.
- ⊕ Adhesive or any other sticky substances are prohibited.
- ⊕ All installations requiring audio must be kept at a respectful level.

IMPORTANT: Specifically prohibited in MICA galleries and on MICA property are:

- ⊕ Fireworks, explosives or any similar device.
- ⊕ Displaying or using a knife, gun, or other weapon.
- ⊕ Possession or use of illegal drugs (including alcohol, if under 21).
- ⊕ Exposing others to blood, urine, feces, chemicals, or other hazardous materials.
- ⊕ Any activity that has the potential to cause injury to the artist, any other participants or performers, audience members, or others.

Lighting

- ⊕ The Department of Exhibitions is responsible for all gallery lighting. Do not attempt to adjust the lighting yourself. If you have special lighting needs, please consult with the Gallery Installation Manager.

Painting

- ⊕ If painting walls, a \$200 charge will be placed against your student account if you fail to repaint/restore your exhibition area to the original state. The exhibition area includes the floor and walls.
- ⊕ Only water-based latex paint may be applied to the wall. No permanent marker, ink of any kind, chalk or watercolor can be applied on the wall.
- ⊕ Electrical outlets, light switches and baseboards may not be painted.

De-installation

The gallery must be restored to a satisfactory condition as defined by the Department of Exhibitions. This includes:

- ⊕ Walls must be completely patched, sanded, primed (if necessary) and repainted, without bumps or raised surfaces and without obvious patches.
- ⊕ Make sure all hardware including plastic anchors are removed from walls and ceiling.

- ⊕ The topcoat paint is available from the Department of Exhibitions. Walls must be repainted with the paint supplied by Department of Exhibitions.
- ⊕ If the walls were painted a different color you must prime with a water based primer first before applying the topcoat paint. The Department of Exhibitions will not provide primer. Use of any other paint will result in a fine.
- ⊕ You must remove all trash from your de-installation. Construction in the gallery must be dismantled and disposed of properly.

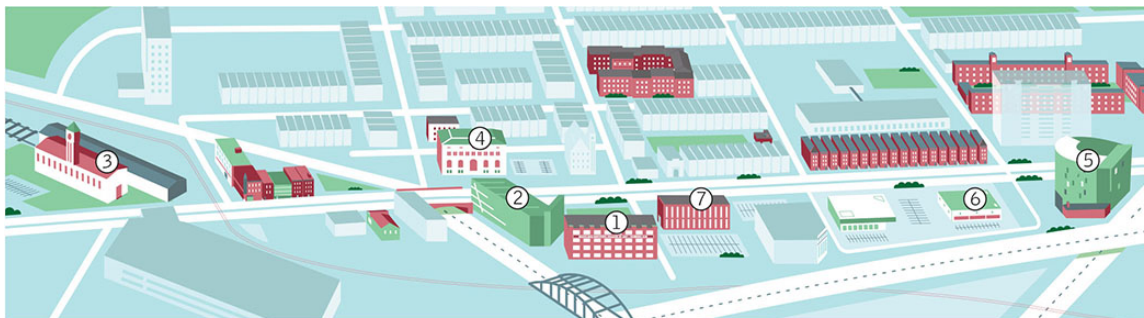
IMPORTANT: The Department of Exhibitions is not responsible for art left in gallery spaces after de-installation.

Installation & De-installation Tips

- ⊕ Two-dimensional work may be hung at any height the artist may require for his or her own specific installation. As a general rule, using a mid-point line (or “sight line”) of 58” from the floor is recommended.
- ⊕ All videos and sound should be looped for continuous viewing. It is possible to loop videos in pre-production and post-production.
- ⊕ Labels are generally hung at 48” from the floor.
- ⊕ Spackling: scrape spackle compound thoroughly into and over hole with a spackle knife. Wait 2 hours for spackle to dry. Sand over with flat sanding block until area is flush with wall.
- ⊕ Paint area with the paint provided by the Department of Exhibitions. DO NOT DRIP PAINT. Use a drop cloth. Make sure the drop cloth covers the floor beneath where you are painting. Wipe up drips and tracks with a wet towel.
- ⊕ Wash brushes and roller sleeves.
- ⊕ Seal cans tightly.

GALLERIES

The following galleries are under the direct supervision and scheduling of the Department of Exhibitions and are maintained under the policies in this handbook.



1. Fox Building

Decker Gallery, Meyerhoff Gallery, Julian Allen Illustration Gallery, Fox 2 and Fox 3

2. Brown Center

Rosenberg Gallery, second floor

3. Mount Royal Station

Middendorf Gallery, first floor

4. Main Building

Main Gallery, Wilgus Gallery, lower level

5. Bunting Center

Artwork shown in Pinkard Gallery and rear of 1st floor.

6. Lazarus Center (not shown)

Riggs and Leidy Gallery on the 1st and basement level.

Art installations and exhibitions in the Brown Center's Falvey Hall Lower Lobby, and Leidy Atrium are also scheduled through the Department of Exhibitions in conjunction with the Office of Events. Exhibitors must fill out appropriate proposals for these spaces, available from the Department of Exhibitions.

The Department of Exhibitions does not schedule the following gallery spaces on MICA's campus, yet all rules and regulations found in this handbook apply to these spaces as well:

- ⊕ Pinkard Student Space Gallery – First floor of the Bunting Center
- ⊕ The Piano Gallery – First floor on the Meyerhoff House Residential Center
- ⊕ Gateway Student Space Galleries – First floor Gateway

⊕ Brown Center – Brown 3 & 4 galleries

For more information about these student run and organized galleries, please contact Student Activities at: 410.225.2284.

Artists who would like to display or install performance, installation, or sound art on public spaces on the MICA campus must obtain prior written authorization from the MICA Office of Events. Installations or performances in classrooms during class time do not need authorization; however, they must comply with the policies established in this manual.

Gallery floor plans can be found on the Department of Exhibitions page on the MICA portal and in the office of the Department of Exhibitions.

DEPARTMENT OF EXHIBITION INFORMATION

Maryland Institute College of Art

Department of Exhibitions

Fox Building, Room 120

Office Hours: 9:00 am – 5:00 pm Monday – Friday, Closed on major holidays

Office Telephone

410.225.2280

Office Fax

410.225.2396

Shop Telephone

410.225.2524

GALLERY INFORMATION

Gallery Hours: 10:00 am – 5:00 pm Monday – Saturday

12:00 – 5:00 pm Sunday

Closed on major holidays

Free to the public

DEPARTMENT OF EXHIBITIONS GALLERY CONTACTS

Gerald Ross, Director

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Andrea Dixon, Assistant Director

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Carla Brown, Office Manager

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James Williams, Gallery Installation Manager

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Andrew Liang, Preparator

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Jeffrey McGrath, Preparator

jmcgrath01@mica.edu