



TUFTS UNIVERSITY ART GALLERY

SLATER CONCOURSE GALLERY PROPOSAL FORM

EXHIBITION PROPOSAL

Proposed Title of Exhibition _____

On a separate sheet, please provide a one-page description of your exhibition that:

- demonstrates your connection to Tufts
- shows how your exhibition contributes to the curricular mission of the University
- describes the content of your exhibition
- explains how you plan to use the space
- includes an estimated works checklist with medium and size specifications.
- demonstrates an ability to bear the costs of the project

REPRESENTATIVE IMAGES

Include representative imagery of work proposed (72dpi digital images) on CD or via email to kristen.heintz-perkins@tufts.edu (please do not simply list a web address where images can be found).

REQUESTED DATE

The Slater Concourse Gallery, scheduled on a monthly basis (September–May) with one summer exhibition (June–August), is available on a first-come, first-served basis. Schedule preferences for your project:

Month, Year (please list first and second choices) _____

PROJECT ORGANIZER CONTACT INFORMATION

Name: _____

Address: _____

E-mail: _____ Phone: _____

FACULTY SPONSOR (for student use only—a faculty sponsor will be required to guide you through the exhibition process and must be willing to take responsibility for proper execution of the Exhibition Terms)

Department: _____

E-mail: _____ Phone: _____

Faculty Sponsor Name	Signature	Date
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Project Organizer Signature	Date
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By submitting this form, you are requesting approval for an exhibition in the Slater Concourse Gallery under the condition of the *Exhibition Terms of Agreement*. You have read and understand the *Exhibition Terms of Agreement*. You will be notified when proposals are accepted at which point the completion of the *Slater Use Agreement* will reserve the exhibition dates.

Tufts University Art Gallery • at the Aideman Arts Center • 40R Talbot Avenue • Medford, MA 02155
p. 617.627.3518 • f. 617.627.3121
email: galleryinfo@tufts.edu • website: www.ase.tufts.edu/gallery



TUFTS UNIVERSITY ART GALLERY

SLATER CONCOURSE GALLERY GUIDELINES and EXHIBITION TERMS OF AGREEMENT

The Slater Concourse Gallery is located in the Aidekman Arts Center. It is a highly trafficked, temporary exhibition space dedicated for use by Tufts students, faculty, staff, and alumni who want to organize small, focused exhibitions. The Slater Concourse consists of two facing walls, each 45' long/10' high.

After a proposal is submitted and accepted, exhibitors are responsible for all aspects of the exhibition, including curating, installing, promotion, optional reception, and de-installation.

ELIGIBILITY

- Tufts students, faculty, staff, and alumni are eligible to exhibit in the Slater Concourse. Students must secure a faculty sponsor to guide them through the planning and installation of the proposed exhibition.

APPLICATION PROCESS

- Eligible exhibitors must submit an *Exhibition Proposal* form to the Gallery Administrative Assistant. Proposals are reviewed and approved or declined on a first-come, first-served basis.
- Proposals must clearly:
 - demonstrate your connection to Tufts
 - show how your exhibition contributes to the curricular mission of the University
 - describe the content of your exhibition
 - include representational images
 - explain how you plan to use the space
 - demonstrate an ability to bear the costs of the project
 - state your preferred exhibition month (Sept., Oct., Nov./Dec., March, April, May, June-August)
- Students must secure a faculty sponsor, who is required to:
 - provide oversight throughout the project's duration
 - guide you through the exhibition process
 - take responsibility for the proper execution of the *Exhibition Terms*
- The Gallery Director reviews your *Exhibition Proposal*.
- After the *Exhibition Proposal* Form is approved and an exhibition date is agreed upon, the Gallery issues a *Use Agreement* that officially reserves the space, and finalizes the exhibition dates, installation date, and de-installation date.
- The Exhibitor and faculty sponsor (if appropriate) signs this agreement and the Exhibitor returns it to the Gallery. The Gallery Director counter-signs the agreement and a copy is mailed to the Exhibitor.
- The Gallery Administrative Assistant meets with the Exhibitor no less than two months before the installation to review the proposal and installation plans. The Administrative Assistant is also available throughout the application process to discuss exhibition plans in more detail.

SCHEDULING

- The Slater Concourse Gallery exhibition schedule rotates on a monthly basis during the academic year (Sept; Oct; Nov-Dec; Mar; Apr; May). One exhibition is scheduled during the summer (June-Aug).
- Exhibition slots are available on a first-come, first-served basis.
- It is best to begin the process at least a year in advance of your desired exhibition time.
- You will be asked for your first and second choice months on your *Exhibition Proposal* Form.

INSTALLATION



- Installation must be done on a Monday–Friday, between 9 am and 5 pm, on the date agreed upon in your *Use Agreement*. The scope of the project should not require more than one day of installation.
- The walls will be ready for installation, and will not require any additional preparation.
- Exhibitors cannot paint the walls of the Slater Concourse Gallery.
- Floor-mounted sculpture is not permitted due to fire code restrictions.
- The Gallery provides hanging instructions for two-dimensional work and a brief consultation at the start of each installation if necessary.
- The Gallery provides a toolbox with basic tools and hardware (see addendum for full list of toolbox contents), and a ladder. This toolbox and ladder are only available from 9-5 on the installation date, no exceptions.
- The Gallery provides one pedestal OR shelf upon request.
- The Exhibitor provides any additional custom installation tools.
- The Exhibitor provides shelving or exhibition devices for approved small-scale or wall-mounted three-dimensional work, with accompanying installation hardware approved by the Gallery.
- Nails, screws, and tacks are acceptable to secure the artwork and labels to the walls.
- Adhesive labels and foam tape are *not* permitted, as they do not stay adhered to the wall.
- The Gallery will not store any artwork or extra materials belonging to the Exhibitor at any time.
- The Exhibitor must keep the Concourse as neat and free of debris as possible during the installation, as the hallway is heavily trafficked at all hours.
- The Exhibitor installs only previously approved artwork and materials. The Gallery reserves the right to refuse any work not previously agreed upon by the Exhibitor and the Gallery.

ELECTRONIC EQUIPMENT

- The use of electronic media is not recommended and will be approved at the Gallery Director's discretion. Security is minimal and the Gallery is not responsible for lost/stolen/malfunctioning electronic equipment.
- The Gallery does not loan electrical or media equipment.
- Projection is not allowed in the Concourse. Any video, if approved, must be shown on either a TV monitor/DVD combination or a flat-screen monitor mounted on the wall, which the Exhibitor must provide.
- If electronic devices are approved, there is one outlet in the middle of the Gallery and wiring must meet strict guidelines.
- If electronic equipment is approved, the Exhibitor provides a typed instruction sheet by the opening date of the exhibition. The Gallery operates electrical equipment only during regular Gallery hours. (Tuesday-Sunday, 11 to 5; Thursday until 8 during the Academic Year; Wednesday-Sunday, 12 to 5 during the summer).

LIGHTING

- The Gallery lights the space when your installation is complete. All available light cans are in the space. If the Exhibitor wishes to remove cans and/or have cans turned off, the Administrative Assistant must be informed in advance of the installation.

SIGNAGE

- The Gallery provides a vinyl sign with the title of the exhibition, credit line, and sponsoring department for each Gallery wall (2 total), according to the title in the *Use Agreement*.
- The Exhibitor provides and installs an artist's/organizer's statement that includes an explanation of the artist's/organizer's affiliation with Tufts.
- The Exhibitor provides and installs object labels.

SECURITY



- The Slater Concourse Gallery is accessible to the public during Aidekman Arts Center hours of operation. It is not an enclosed, alarmed space. Although security issues are unlikely, the nature of the space makes them possible. By exhibiting work in the Slater Concourse Gallery, the artist/curator accepts full responsibility for any damaged or stolen work while it is on the premises of the Aidekman Arts Center. No insurance claims can be honored and no loan agreement form is issued.
- Due to the large volume of tours and foot traffic through the space, it is imperative that the Exhibitor gives careful thought to the mounting and security of all pieces in the exhibition.
- If a change in condition of your exhibition is noted, you will be contacted at the phone number provided on your *Proposal Form*. It is your responsibility to come to the Gallery to inspect the condition first-hand.

PROGRAMS/RECEPTIONS

- Opening/Closing receptions and special programs are allowed in the Slater Concourse Gallery.
- The date and time must be arranged with the Gallery Administrative Assistant in advance.
- The Exhibitor does all arrangements, preparations, and clean-up for the event.
- The Gallery provides tables on request.
- The Exhibitor purchases any food and drink, approved by the Gallery.
- Tufts Catering must provide the alcoholic beverages and a member of the Tufts Police must be on site. You must secure an IDR through your department or the department of your faculty advisor to arrange for Tufts Catering orders.

PUBLICITY

- The Gallery lists all Slater Concourse Gallery exhibitions on its website, and in its e-updates.
- Exhibitors provide the Gallery Administrative Assistant with information and an image.
- A *Publicity Information Guide* is available from the Gallery Administrative Assistant should you choose to pursue additional publicity.
- The Exhibitor can undertake printed pieces and mailings at their own expense. If so, the Gallery provides proper copy, logos, and recommended vendors.
- The Gallery must approve all publicity. Printed pieces that have not been approved by the Gallery will be removed from the exhibition.
- The Gallery will display exhibition announcements.

ARTWORK SALES

- The Gallery cannot serve as a broker for work on display. Exhibitors are welcome to leave price lists, artist bios, and any other pertinent information on the provided pedestal. Please include preferred contact information, as the Gallery cannot be responsible for handling inquiries.

DE-INSTALLATION

- De-installation must be done on the day agreed upon in your *Use Agreement*. The day will be between Monday and Friday, and the de-installation period is 9am to 5pm on that day.
- The scope of the exhibition may not require more than one day of de-installation time.
- The Exhibitor must remove all artwork, hardware, exhibition devices, and vinyl lettering.
- The Gallery spackles and re-paints the space.

I have read and reviewed the Exhibition Terms.

Exhibitor Signature:

Faculty Sponsor Signature: