



TUFTS UNIVERSITY ART GALLERY

SLATER CONCOURSE GALLERY GUIDELINES 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. 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

APPLICATION PROCESS

- Eligible exhibitors must submit an *Exhibition Proposal* form to the Gallery Outreach Coordinator.
- 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 date
- 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 signs this agreement and returns it to the Gallery. The Gallery Director counter-signs the agreement and a copy is mailed to the Exhibitor.
- The Gallery Outreach Coordinator is 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 requested dates on your *Exhibition Proposal* Form.

INSTALLATION

- The Slater Concourse Gallery consists of two facing walls of exhibition space. Each wall is 45 feet/542” long by 10 feet/120” high.
- The scope of the exhibition should not require more than one day of 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 walls will be ready for installation, and will not require any additional preparation.
- Exhibitors cannot paint the walls of the Slater Concourse Gallery due to regular foot traffic in the space.
- The Gallery provides hanging instructions for two-dimensional work and a brief consultation at the start of each installation.
- The Gallery provides a toolbox with basic tools and hardware (see addendum for full list of toolbox contents), and a ladder.
- The Gallery provides one pedestal.
- The Exhibitor provides any additional custom installation tools.
- The Exhibitor provides shelving or exhibition devices for 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.
- The Gallery will not store any artwork or extra materials belonging to the Exhibitor at any time.

ELECTRONIC EQUIPMENT

- The use of electronic media is not recommended. Security is minimal and the Gallery is not responsible for lost/stolen/malfunctioning electronic equipment.
- The Gallery does not loan electrical equipment.
- If electronic devices must be used, there is one outlet in the middle of the Gallery and wiring must meet strict guidelines.
- If electronic equipment must be used, 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.

SIGNAGE

- The Gallery provides a vinyl sign with the title of the exhibition 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.

- 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 Outreach Coordinator 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.

PUBLICITY

- The Gallery lists all Slater Concourse Gallery exhibitions on its website, and in its monthly e-newsletter.
- Exhibitors provide the Gallery Outreach Coordinator with information and an image.
- A *Publicity Information Guide* is available from the Gallery Outreach Coordinator 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 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 should 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.