

2010 FELLOWSHIP EXHIBITION INSTRUCTIONS (PROPOSAL FORM is separate document)

PART 1: SUBMIT YOUR EXHIBITION PROPOSAL

YOUR EXHIBITION SPACE IS BASED ON THE INFORMATION YOU PROVIDE IN YOUR EXHIBITION PROPOSAL.

How to make a great proposal:

- Discuss your proposal with your department chair or other faculty members to insure you are articulating your ideas and presenting your work in the best possible way.
- Good proposals are the result of thinking about how the individual works relate to one another and how they are installed together

→ Required contents: ALL DUE BY FEB 26

- ❑ **A brief (100-200) description of your work and overall theme or ideas behind your exhibition and how your proposed travel plans or experience relates to your work or goals as an artist or designer.**
- ❑ Physically describe – IDEALLY – how you envision your installation of your work. **Include images (not drawings) of actual/similar works –on disk; via email or color print out**
- ❑ What are the ideal overall dimensions of your proposed installation? Provide a variety of options for displaying your work in the event your first scenario is not possible due to limited space. Your proposal should be clear and have room for flexibility. Include the following:
 - **A scale drawing floorplan of your layout with dimensions of your ideal layout with 2 back up options**
 - **Dimensions of works to be included – Important! the correct order is: height x width (x depth if three-dimensional); if it is an installation, provide dimensions of individual works included as well as overall space dimensions**
 - **Include no more works than can fit within an 8ft wide space. Ceiling heights vary per gallery.**
- ❑ **PROPOSAL MUST BE TYPED - Handwritten proposals will not be accepted.**
- ❑ **Installation space requests should not exceed approximately no larger than 8ft wide or square due to limited space.**

NOTE: This is a special installation of the Fellowship exhibition – the Insights Gallery in the Window on Race and Graham Gallery are NOT available. All installations will be placed in Paley, Philadelphia Wall or Wilson. Visit www.thegalleriesatmoore.org for images of each of these galleries.

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PART 2: YOUR EXHIBITION SPACE WILL BE ALLOTTED BY THE GALLERY DIRECTOR AND POSTED IN THE GALLERY OFFICES BY MARCH 8.

→ FIND YOUR ALLOCATED EXHIBITION SPACE

View your allotted location on the floorplan in the Gallery Office – reconfigure your installation plan as necessary based on allocated space.

→ ALL STUDENTS MUST MEET WITH AN INSTALLER BEFORE MARCH 25: SIGN UP IN GALLERIES

Be prepared to answer or discuss the following:

- How you will hang the work (framed or unframed, pedestal or wall-mount, Monitors or projection, etc).
- What materials will you be using? What hardware you will need to install your work.
- Write down your installation questions, if any, to discuss with the Galleries chief installer.

→ RESERVE PEDESTALS – March 25 – April 8

It is your responsibility to use the signup sheet in the gallery offices to **reserve pedestals – ONLY IF YOU NEED THEM**. There are a **limited number** of shelves, platforms and pedestals available in various dimensions. All pedestal dimensions are listed on our sign-up sheet which will be posted by March 25. **FIRST COME, FIRST SERVED**.

Note: ADA standards require all pedestals have a maximum height of 36 inches. Pedestals most closely matching those dimensions will be supplied on a first come, first served basis. Works requiring security will be given preference in assigning Plexi hoods.

→ PREPARE to INSTALL YOUR WORK: APRIL 8 - 13

All work must be ready-to-install upon delivery on Thursday, April 8. You are responsible for preparing artwork according to the following guidelines:

2D Work: Paintings or framed drawings/photographs need to be wired or have d-rings, cleats attached for hanging. Unframed works on paper need to be hung with gallery approved hardware – the goal is to have a professional look - No pins allowed unless integral to exhibition design.

3D Work: For wall-mounted work, bring hardware suitable for hanging (hooks, d-rings, cleats). Very heavy works (over 20 lbs) require additional hardware. You will be responsible for providing any additional hardware needed for your installation. **NO WORKS CAN BE HUNG FROM THE CEILING IN WILSON GALLERY**

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Video/ Sound Work: Students are responsible for requesting and checking out AV equipment through either PDA or the Library AV department. Students must provide the Galleries with instructions on the runtime of work, format, equipment, and set-up requirements.

PART 3

→ PREPARE YOUR LABEL INFORMATION: DUE APRIL 8

Submit Label information online. You need to use an on campus computer to do this. You are welcome to use the computer in the Gallery office. Step by step instructions to complete the labels are online.

You will need to submit OBJECT LABELS for the artwork itself, plus one EXTENDED LABEL with your proposal synopsis. These will be placed on the wall next to your work.

OBJECT LABELS:

We strongly encourage that students proposing an installation of multiple parts, choose ONE overall title for their installation. All of the following information must be included for each object label. **Maximum object label size is 4 x 6 inches; 14pt type size/Arial font, no exceptions.**

Full Name

Major

Title of Work Year Completed (usually 2009)

Medium

PART 4

→ INSTALL YOUR WORK: April 8 - 13

On April 8, 12, 13 installers will be on-hand from 9am–5pm to monitor the installation process.

On Saturday, April 10 from 9am – 5pm and Sunday, April 11 from 11am – 4pm, students may install their work, unattended after signing in with gallery staff. During this time, the Galleries will provide and inventoried installation cart with standard tools. Come prepared!

THE GALLERIES AT MOORE

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SCHEDULE:

			Thursday	Friday	Saturday
			April 8	April 9	April 10
			ALL SPACES INSTALL	INSTALL	INSTALL
			9am-9pm	9am-9pm	9am- 5pm (no installer)
				4-9pm (no installer)	
Sunday	Monday	Tuesday			
April 11	April 12	April 28			
INSTALL					
11am - 4pm	9am – 9pm	9am – 5pm			

PART 5

→ **PICK-UP YOUR WORK – SHOW CLOSES APRIL 21**

You must de-install and pick up your work between 9am and 5pm on Thursday and Friday, April 22 - 23, 2010. The Galleries WILL NOT STORE ANY WORK.