TUFTS UNIVERSITY ART GALLERY
Slater Concourse Gallery
Exhibition Guidelines

Applications for Fall semester exhibitions are due by April 1 of the same year
Applications for Spring semester exhibitions are due by October 15 of the preceding year

SUBMIT COMPLETED APPLICATION TO: Amy Schlegel, director of galleries and collections, Tufts University Art Gallery (amy.schlegel@tufts.edu)

QUESTIONS?: Contact Gallery Exhibitions Coordinator, 617-627-3094.

The Slater Concourse Gallery is a community gallery located in the Aidekman Arts Center operated by the Tufts University Art Gallery. It is a highly trafficked, temporary exhibition space consisting of two 40-ft long facing walls, dedicated for use by Tufts students, faculty, staff, and alumni who want to organize small, focused exhibitions of 2-D artworks. Exhibitions rotate on a monthly basis on the first day of each month during the fall and spring semesters. After a proposal is submitted by the deadlines indicated above, and successful applicants are notified, exhibitors are responsible for all aspects of the exhibition, including curating, installing, publicity, optional reception, and de-installation.

ELIGIBILITY
• Tufts students, faculty, and staff are eligible to exhibit in the Slater Concourse Gallery. Students must secure a faculty sponsor or program director to guide them through the planning and installation of the proposed exhibition.
• Priority is given to projects that present high quality student work, classroom/thesis projects, or that relate directly to current coursework.
• Student participation and/or programming for students in conjunction with the exhibition is encouraged.

FACULTY/PROGRAM DIRECTOR ADVISOR:
• Students must secure a faculty sponsor, who is required to:
  o provide oversight throughout the project’s duration
  o guide you through the exhibition process
  o take responsibility for the proper execution of the Exhibition Guidelines
  o be present at two process meetings with Gallery staff (one after the application has been submitted, and one after the installation plan has been submitted)

APPLICATION PROCESS
• Eligible exhibitors must submit an Exhibition Application form by the listed deadline:
  Applications for Fall exhibitions are due by April 1 of the same year
  Applications for Spring exhibitions are due by October 15 of the preceding year

Applications should be submitted to:
amy.schlegel@tufts.edu
Applications will be reviewed and selected by the Gallery Exhibitions Coordinator and the Gallery Director.

A short list of applicants will be invited to interview to discuss details of the proposal. This also serves as an opportunity for clarification, suggestions, and modifications to the original proposal. (Faculty advisors must also be present for this meeting.)

Selected exhibitors must submit the Installation Plan 4 weeks before the exhibition is to open; send completed form to Gallery Exhibitions Coordinator. Additional documents may be requested based on the nature of the exhibition. Failure to submit these documents will result in a cancellation of the exhibition.

SCHEDULING

- The Slater Concourse Gallery exhibition schedule rotates on a monthly basis during the academic year.
- Exhibition slots are available by application only.
- It is best to begin the process at least 9 months in advance of your desired exhibition time.
- You will be asked for your first and second choice months on your Exhibition Application form.

INSTALLATION

- Installation must be done on a Monday–Friday, between 9 am and 5 pm, on the date agreed upon with the Gallery. The scope of the project should not require more than one day of installation. Should additional days be required, the Exhibitions Coordinator must approve this.
- 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 sculptures are 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 to 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 Exhibitions Coordinator 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 loan agreement form is issued, therefore no insurance claims can be honored.
• Due to the large volume of admissions 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 Exhibitions Coordinator in advance.
• The Exhibitor does all arrangements, preparations, and cleanup 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 Exhibitions Coordinator with information and an image.
• A Publicity Information Guide is available from the Exhibitions 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 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.