



800 Chestnut Street ▫ San Francisco CA 94133 ▫
www.diegoriveragallery.com ▫ diego@artists.sfai.edu

DIEGO RIVERA GALLERY EXHIBITION GUIDELINES – Fall 2011

Please read and follow these guidelines carefully, as they contain important information relevant to your upcoming exhibition. Failure to comply may result in the cancellation of your show, the forfeiture of your stipend, or both. In extreme situations you may be monetarily responsible for repairs needed within the gallery or charged for waste removal. In the case of a group or curated exhibition, the designated primary contact is responsible for compliance with these guidelines.

If you have any questions, please contact the Diego Rivera Gallery Co-Directors.

TIMELINE - The timeline below has been set up to help you.

- **Mandatory Meeting:** This covers Exhibition Guidelines, Exhibition Agreement Form, W-9 and any questions you may have.
Within the first few weeks of the semester, you will receive an email requesting your presence at one of these meetings – one at Chestnut and one at Third St. This applies to fall and spring exhibitors only.
- **Final Proposal:** Four weeks before your show, you must e-mail the Co-Directors your final plans for your exhibition.
A reminder e-mail will be sent to you. By this time it is a good idea to reach agreement with your fellow exhibitors about about how you will utilize the space.

This also gives an opportunity for us to problem solve any questions or issues you may have as well as ensuring your exhibition is in compliance with the guidelines.

- **Advertise Your Show:** Send your digital postcard to diego@artists.sfai.edu AT LEAST TWO WEEKS PRIOR TO YOUR SHOW.

postcard = jpg,72dpi and no more than 500 pixels on the longest side

We'll post it on www.diegoriveragallery.com and send out a Facebook invite to all our SFAI contacts. Any additional advertising of your show is your responsibility.

- **Installation Week:** The Installation Instructions and a Gallery Condition Report will be e-mailed to you by the Friday before your show.

- **Installation:** Your installation begins Sunday at 9:00am and must be finished by midnight.

Please remember to label your work!

- **Exhibition Week:** Your exhibit begins Monday at 9:00am - the installation must be complete!

- **Artist Talk:** The Artist Talk will take place on Tues. at 4:30pm.

Your participation is **mandatory**. It is greatly appreciated for all artists to be present at the Diego by 4pm to begin setting up food/beverages so that the talk can begin as close to 4:30pm as possible!

- **Opening Reception:** Openings take place on Tues. from 5-7pm.

- **De-Install:** De-Install your show beginning on Saturday at, or after, 6:00pm and until midnight.

It is mandatory that you complete and submit the DRG De-installation Condition Report after your deinstallation.

All deadlines must be met in order to receive your stipend.

EXHIBITION AGREEMENT FORM

In order for your exhibition to take place and for you to receive your stipend (see below), you must fill out and sign the Exhibition Agreement Form, Check Requisition Form and a W-9.

FINAL PROPOSAL

Your final proposal must be received and approved **four weeks** prior to your show. It should address the following:

- The **MEDIUM** of your work: painting, photography, sculpture, installation, sound, etc.
- A comprehensive list of the **MATERIALS** you intend to install in the DRG. Any unapproved material will be removed immediately accompanying a **\$250 or more fine. If you are ever in doubt of a permissible material, please ask the Co-Directors.**
- A detailed **DIAGRAM** of how you intend to present your work in the gallery space, including a floor plan with wall assignments, ceiling beams, etc.
- The **DIMENSIONS** of the artwork that will be exhibited.
- Specific use of **ELECTRICITY** and **CABLE GAFFING** schematics for your show (if relevant).
- Need of **LIFT USAGE** for installation. (see below)

INSTALLATION

** Show installation begins at 9:00am Sunday and must be completed by midnight.

* If you notice any damage in the gallery notify the Diego Co-Directors before you begin your installation

* We strongly recommended that you bring your own tools. However, some tools are available in the storage closet under the stairs.

* Pedestals may be available from the Sculpture Department, but availability and quality is not guaranteed.

* A/V and electronic equipment may be available at A/V checkout, but are also not guaranteed. All A/V equipment must be secured in some way to prevent theft, as SFAI is not responsible for theft of student's property on campus.

* Artists must return all tools, materials, and furniture borrowed from other departments.

*The Co-Directors will provide you with the lock combination to the Diego closet (under the stairs). You are responsible for returning all Diego tools after use and for keeping the gallery and closet clean and organized – you must wash your brushes correctly so they can be reused. Do not spill any paint or water on the floor when using the facilities closet to clean brushes—also do not leave any brushes, handles or mess in the facilities closet, otherwise our privilege to use this space will be removed. Do not store personal items in the closet – we will throw them away.

*Artists are responsible for all materials used in their installations. The gallery does not have monitors to oversee your work, so **secure your equipment!**

* We strongly encourage the inclusion of wall labels and a statement to accompany the show. Although this is not a required element for exhibiting/curating in the Diego, it is a helpful tool for the public who will be seeing shows after the opening reception/artist talk.

LIFT USAGE

* If you need to use the lift, you must fill out, sign, and return a Lift Usage Form with your Final Proposal. The form is available from the Co-Directors upon request.

* You must complete a short training session with maintenance before you will be allowed to use the lift. Schedule lift-training in advance with the Facilities Managers, ext. 4570. You may

only use the lift for installations in the Diego Gallery.

MURAL

* The Diego Rivera Mural may not be altered or covered in any way.

* The view of the mural from the center of gallery may not be obstructed.

* The entire wall, including the stairs, railing, storage closet, doorway, floor space and baseboard beneath the mural are considered a part of the mural.

These areas may not be used for any exhibition, installation or storage purposes.

CEILING BEAMS

* Articles may be suspended from the wood beams only (nothing may be attached to the lighting tracks).

* How:

Weight Limit = 500 lbs

must be at least two points of connection for each suspended object, with each connection being able to support 125% of the load

You must consult with maintenance before installing your show. You will be held financially responsible for any damage you cause.

- * USE: rope, twine, monofilament line, or cables for suspensions - there must be a protective padding between these items and the beam
- * DO NOT USE: screws, nails, staples, glue

LIGHTS

The direction of the track lighting cannot be altered for shows.

Notify the co-directors if bulb of any troubling bulb outages so they can submit a request with Maintenance. The adjusting of these lights on your own will result in the loss of your stipend. Damages or bulb outages that occur during unauthorized adjustments may result in an additional repair fee.

FLOOR

* Work over 50 pounds must be placed on a mounting plate of sufficient structural stiffness to transfer the load evenly over the surface. Each 50-pound increment must have a corresponding mounting plate of 36 square inches. See Maintenance for advice.

* Do not affix anything to the floor (using nails, pins, screws, bolts, glue, etc.). There can be no cutting, drilling, sanding, or any other alteration of the floor.

* Do not apply any substances (e.g. paint, chemicals, food, water, dust of any kind etc.) to the floor.

*Any electrical or other wiring must be secured to the floor using self-release painters masking tape (blue tape) only. This tape can in turn be covered with another type of tape. Anything else affixed to floor must also be done with self-release painter's tape only.

* You must sweep the floor at the end of your exhibition reception and at the end of your de-install

* You will be held financially responsible for any damage you cause (see Security below).

DOORS

The wood doors and surrounding woodwork and hardware cannot be used in any way. No portion of any exhibition may block or impair a doorway. Doors under the mural may not be opened. Please also do not block a clear walk path from the Diego doors to the mailroom as mail is delivered and picked up throughout the day in this space.

WALLS

* Work hung on the wall must be fastened to exhibition walls only. The walls above and below the exhibition walls cannot be used in any way.

* We provide paint and spackle for touch-up after dismantling your show. You must touch-up the walls by spackling, sanding, priming, and painting where appropriate

* Please be respectful of your fellow exhibitors. If your spackling and spot painting leaves an unattractive wall, please do your best to fix it! Leave the walls as you would like to encounter them. The Diego Co-Directors are not responsible to fix the walls for exhibitors, you must work together to maintain them and be respectful of the quality you would want to receive your walls in.

* There is an extra paint fee (determined by maintenance facilities) to cover any painting or drawing that is directly on the gallery walls.

PAINT

* If you decide to paint the gallery walls a color other than white, you must provide your own primer to cover the color (especially black or other dark or vibrant colors) before you use the gallery-provided white paint. Please use non-toxic water based primer and make sure that your final coat is with the gallery provided white paint.

* Spray paint is prohibited in the gallery, and any use of it in the gallery or in the vicinity will result in the suspension of your stipend.

* When painting, the floor must be covered and any spilled or dripped paint must be wiped up immediately

WINDOWS

No part of any of the windows may be used in the exhibition.

ELECTRICAL

* Electrical installation should be low voltage (lower than 48V) whenever possible. Maintenance will provide technical assistance if you have any questions.

* Extension cords must be UL approved and adequate for the electrical load. Cords must be covered or taped when a trip hazard exists or when cords cross over open floor (do not

adhere gaffers or electrical tape directly to the floor – use self-release painter's masking tape (blue tape) only and clean up any residue left at the end of your exhibition.

* Sound art must be at an appropriate level that does not disturb the mailroom workers (double check your sound level with them during the week).

- * You are responsible for turning off and on all electrical installations when the gallery opens at 9am and closes at 5pm. If you are not available to do so you must make alternate arrangements accordingly – it is not the job of the co-directors and security guards to power on and off your hardware.

SAFETY CONCERNS

- * Your installation and materials may not be hazardous, potentially injurious, or pose any health or safety risk to spectators. If your show is found to cause any risk to any spectator, SFAI employee or student, it will be removed immediately by the responsible artist or curator. If the artist or curator is not available, the Diego Rivera Gallery directors will remove the source of concern and automatically dock the stipend of the responsible party as well as charge them for any damage caused. The de-installation of your unauthorized work will result in a \$250 or more removal fee.
- * Your exhibition will be rejected if it involves fire, smoke, the off-gassing of hazardous compounds, biological hazards or water.
- * Any pressurized installation greater than 5 psi must be reviewed by Maintenance for safe operation.
- * Your installation cannot include any form of decomposable substance - this includes foodstuffs of any type; vegetation, meat, produce, eggs, etc. Absolutely no water or any other form of liquids are allowed to be installed in the gallery.

If you have *any* questions regarding materials you intend to use that are not covered specifically in these guidelines, please make sure to contact the co-directors as soon as possible, otherwise you risk having your work removed with a \$250 minimum charge.

ARTIST TALK

- * Artist talks are conducted Tues, between 4:30 and 5:00 p.m. in the Diego Rivera Gallery.
- * Artists must arrive at the gallery at 4:00 pm (or before) to set up for the opening reception
- * This informal gathering offers a time for you to discuss your work with the faculty

and student body and to answer questions about it. It will also give gallery visitors the opportunity to meet you. Please invite your friends, family and affiliates.

Please be on time - neglecting to participate in an artist talk will result in the automatic **forfeiture of your stipend.**

OPENING RECEPTION

* Opening receptions take place on Tuesday from 5:00-7:00 p.m.

* The gallery will provide wine and a person to serve it. No additional alcohol may be brought on campus (see Student Handbook). No one under 21 years old will be served alcohol – identification will be required.

* You are responsible for providing non-alcoholic beverages and food; we cannot serve alcohol without these present. Please have it ready to serve at 4:30 pm.

* **Please take pictures!** The co-directors are building an **exhibition image archive at www.diegoriveragallery.com**. If you take pictures of your exhibition and want to share please email them to diego@artists.sfai.edu.

* Feel free to bring in music for the reception.

You are required to clean up after your reception, including sweeping the floor and removing all garbage from the gallery.

Tables must be returned to the wall near the McMillan Conference room. All recycling and garbage must be removed.

DE-INSTALL

You may begin dismantling your show on Saturday at 6:00 p.m. and must be finished by midnight.

**You will receive a link to the Gallery Condition Report form to be submitted after your de-install. This must be completed by the Tuesday following your reception in order to receive your stipend. You will need to have an active SFAI e-mail account in order submit this form.

* There will be regular inspections to confirm the condition after you de-install.

* You will be held financially responsible for any damage you cause (see Security below).

STIPEND

Individual artists receive a \$25.00 stipend; group or curated shows receive \$75.00 (paid to the primary contact). Stipends are paid the month following the closing date for your show. If you already work for SFAI, the stipend will be included in one of your paychecks. If you do not work for SFAI, your check will be available at the accounting office. In order to receive your stipend, we must have your signed Agreement form on file as well as a W-9 (if you do not work here).

VIOLATIONS

As mentioned above, students are financially responsible for any damage to the gallery space. If you cause such damage, you will be fined and a hold may be placed on both your registration status and diploma. The artist or curator bears all responsibility for damage caused, health or safety risks, and / or any disruptive element created by their show. Do not undertake any extreme repairs - professionals will handle them. You will then be charged any maintenance expenses generated in repair of your damage.

The de-installation of your unauthorized work will result in a \$250 or more removal fee.

The artist or curator bears all responsibility for damage caused, health or safety risks and / or any disruptive element created by their artwork or show.

COMPLIANCE

Failure to comply with these Exhibition Guidelines will result in the forfeiture of your stipend, disqualify you from future shows in the Diego Rivera Gallery, and a hold may be placed on both your registration status and diploma.

IMPORTANT CONTACT INFORMATION

Emilie Puttrich

Co-Director
Diego Rivera Gallery
847.494.7585

Evan Moring

Diego Rivera Gallery
Co-Director
760.613.4366

DRG email: diego@artists.sfai.edu

DRG Website: <http://www.diegoriveragallery.com>

DRG Facebook: <http://www.facebook.com/diego.riveragallery>