

Student Exhibition / Installation Guidelines

Please note that any and all installations within the school grounds may not endanger your fellow students, must be up to health, safety and fire codes, as well as OSHA standards. As such, Academic Services staff reserves the right to move or remove any artwork that is unsafe or unauthorized, as outlined in the Student Handbook. If you have any questions in regards to these requirements, please talk to Academic Services, Office 133.

Reserving Exhibition Space:

To reserve a space for critique please refer to the Maps on the Academic Services Intranet page, pick a section and call (612.874.3748) or email (academic_services@mcad.edu) to set up your reservation. Please make sure to have a few back up options in case the spot you want is unavailable.

Spaces Available for Check Out:

Hallway walls on 1st, 2nd, 3rd and 4th floors in the Main Building, Gallery 215, Gallery 235, the Black Box, the Alcoves (4th floor), the ES Gallery 447 and the Morrison Foyer Gallery.

Spaces NOT Available for Check Out:

Concourse Galleries, Main Gallery and Gallery 148 (student proposals are accepted for this space ahead of each semester). Also, Bathrooms, stairwells, floors, any exterior window, the Morrison skyway, elevators (these spaces are facilities spaces and will pose a fire or a safety hazard).

Moving Walls:

There are a limited number of moving walls located throughout the college. These walls are also available for check out. These walls can be used as exhibition space on their own or in addition to a space you have already reserved. Please consult with Academic Services on appropriate placement of these walls during the reservation process, and for help moving. They have placement and weight limitations.

Ceilings:

Academic Services must approve any work to be hung from the ceiling, as there are very few places in the college that can accommodate. Please consult with Academic Services to discuss the appropriate space for your piece ahead of time and BEFORE installing any work from the ceiling yourself, or it may be removed promptly by AS staff.

Installations on MCAD Grounds or Sculpture Garden:

You may install work on the MCAD grounds or Sculpture Garden area provided your work does not interfere with the safety of others or cause any short or long-term damage to any of MCAD's property. Digging or the use of stakes will not be allowed unless it is approved by the appropriate utility providers in advance. Please visit Academic Services to discuss installation plans and to obtain the proper paper work. Paper work must be completed and permission

obtained no later than one week prior to installation. Any unauthorized installation will be immediately removed from MCAD grounds by AS staff - no exceptions!

Installation Assistance:

If you reserve media equipment from the Media Center for exhibitions and need installation assistance, you MUST make an appointment with Academic Services and it is recommended that you contact Madeline Garcia: madeline_garcia@mcad.edu for help with complicated installations. Let her know what you need, when you need it and what space you need it in. We are not always available to help at the last minute, even during office hours. If you have a site-specific installation planned, or need advice on how to install anything, please contact us ahead of time!

TO SET UP AN APPOINTMENT WITH MADELINE ON PLACES AND SPACES CLICK ACADEMIC SERVICES SUPPORT - EXHIBITION SUPPORT MADELINE GARCIA

<https://mlab.mywconline.com/schedule.php?scheduleid=sc5f20411126f45>

Lighting Assistance:

If you need additional track lights or need help lighting artwork, you MUST make an appointment with Academic Services and it is recommended that you contact Jeff Jones: jjones@mcad.edu for help.

TO SET UP AN APPOINTMENT WITH JEFF ON PLACES AND SPACES CLICK ACADEMIC SERVICES SUPPORT - GENERAL ACADEMIC SUPPORT

<https://mlab.mywconline.com/schedule.php?scheduleid=sc5f20411126f45>

Prep, Installation and Clean Up:

- Painting on Walls: With PRIOR PERMISSION from Academic Services, walls may be painted any color of your choice for the duration of your exhibition. You must use a quality indoor latex flat paint. With this being said, YOU are responsible for priming the walls before your reservation has expired.

Academic Services will gladly supply you with any priming materials, get them during office hours.

-DO NOT mark on walls with anything NOT meant for use on walls, such as: Ink pens, enamel paint, oil paint, acrylic paint, tempera, pastels, wax or resin, spray paint or markers OF ANY KIND!

YOU WILL BE CHARGED A FINE IF ACADEMIC SERVICES HAS TO PRIME YOUR WALL

Adhesives:

-You MAY use the following adhesives on exhibition walls, available in the Art Cellar:

Scotch Brand™ Clear Mounting Tape, Scotch Brand™ Removable Poster Tape, Gaffer's tape
- NEVER use the following adhesives on exhibition walls or floors: Masking tape or Duct Tape, any aerosol or liquid adhesive, foam mounting tape, ANY poster tack or putty (ex: "sticky

tack”) YOU WILL BE CHARGED A FINE FOR LABOR/REPAIR IF THERE IS DAMAGE TO WALLS, FLOORS OR CEILINGS

Glass:

Glass is located in the cutting area on the 1st floor. Glass usage is free of charge and available on a first come first served basis. Please return glass to the proper shelf when you are done with it! We are able to supply the following standard glass sizes: 8x10, 8.5x11, 11x14, 11x17, 16x20, and 20x24. Please use the size glass closest to the size of your piece. We do not cut custom sizes of glass. Ace Hardware on Nicollet does stock plate glass and will cut any size for you.

Supplies:

We can supply you with ladders, hammers, levels, screwdrivers, nails, screws etc. Supplies are limited. Please return any tools and nails when you are done. We also have paintbrushes and rollers if you are painting your exhibition space. Please thoroughly rinse out brushes, roller covers, and paint trays when you are done with them so that they can be used again!

Pedestals and Shelves:

Pedestals are located in the hallway next to the first-floor painting studios (near the south entrance restrooms) and in the first floor cutting area (near the free shelf). They are available on a first come, first served basis. Please return them when you are done. There are carts available near the loading dock by the 3D Shop to use to transport the pedestals.

Extension Cord Use Policy:

- Extensions cords are not to be used in lieu of permanent fixed wiring, and ungrounded extension cords should NEVER be used in campus buildings ANYWHERE. All powered media MUST plug directly into the closest electrical outlet OR use the appropriate length power strip. NO Extension cords without power strips are permitted. Power strips should NEVER cross hallways or doorways, posing a tripping hazard. Power strips should NEVER be enclosed in walls, ceilings, or other obstructions. Power strips should NEVER be attached or tied to pipes, lighting tracks, or structural members. Cords should be controlled with appropriate 1-nail cord staples only, not permanent wall staples. **MORE INFORMATION AVAILABLE IN THE MCAD STUDENT SAFETY HANDBOOK**