

# MCAD EXHIBITION GUIDELINES

*Please note that installations within the school grounds may not endanger your fellow students, and must be up to health, safety, and fire codes, as well as OSHA standards. Exhibition and Studio 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 with regard to these requirements, please talk to Exhibition and Studio Services, Office 207.*

## RESERVING EXHIBITION SPACE

Students are required to reserve an exhibition space BEFORE installing any artwork.

To reserve a space for critique or installation, please refer to the maps on the Exhibition and Studio Services Intranet page to decide on a location. Stop by the Exhibition and Studio Services office, call **612.874.3748**, or email [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu) to set up your reservation. Please make sure to have a few backup options in case the spot you want is unavailable.

Please be mindful of when your reservations end, there is often a quick turnaround between installations thus everything needs to be removed from your space on time. Any unauthorized installations will be removed immediately. You may be charged for labor to de-install them. No exceptions.

## SPACES AVAILABLE TO RESERVE/EXHIBIT IN

Hallway walls on the 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 TO RESERVE/EXHIBIT IN

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).

## INSTALLATIONS ON MCAD GROUNDS AND 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 Exhibition and Studio Services to discuss installation plans and to obtain the proposal form. The form must be completed and permission obtained no later than one week prior to installation. Any unauthorized installation will be immediately removed by ESS staff - no exceptions!

Fill out the [Grounds Proposal form](#), and submit to Exhibition and Studio Services.

## INSTALLATION ASSISTANCE/QUESTIONS

Installation appointments can be made with Exhibition and Studio Services; they provide assistance installing artwork and guidance with tools, materials, painting, and lighting artwork. Please reach out ahead of time if you need assistance with installing Media Center equipment, a site-specific installation, or need installation advice.

To make an appointment or ask any installation related questions, please contact the Exhibition Lead Specialist at [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu).

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## LIGHTING ASSISTANCE/QUESTIONS

Appointments can be made with Exhibition and Studio Services to provide assistance with MCAD's track lighting, or adjusting lights to light artwork. Email [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu) to set up an appointment.

## STUDIO QUESTIONS

Please see [MFA Student Studio Contract and Guidelines](#) for studio policies.

Questions and concerns about your studio can be emailed to Exhibition and Studio Services' Coordinator, at [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu).

## 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 Exhibition and Studio Services on appropriate placement of these walls during the reservation process, and for help moving. There are placement and weight limitations.

## HANGING INSTALLATIONS

Exhibition and Studio Services must approve any work to be hung from the ceiling, as there are very few places in the college that can accommodate this kind of installation. Please consult with Exhibition and Studio Services in advance to find an appropriate space for your piece and check with us regarding installation methods BEFORE hanging any work from the ceiling, or it may be subject to removal by ESS staff for improper installation.

DO NOT hang or attach anything to pipes or light fixtures as it poses an immediate safety concern. Anything installed to pipes or lights will be promptly removed by ESS staff.

## PAINTING WALLS

With prior permission from Exhibition and Studio Services, walls may be painted a color of your choice, if you prime them afterwards. You may only use **high-quality indoor latex flat paint**. Other types of paint may damage exhibition walls.

You are responsible for thoroughly priming the walls within your reservation time, to allow for them to be repainted during regular prep days. Please plan accordingly and prime over your paint thoroughly so that it is entirely white. Exhibition and Studio Services supplies priming materials, located outside the ESS office (Room 207). You will be fined if Exhibition and Studio Services has to prime your wall for you, no exceptions.

## DRAWING AND PAINTING ON WALLS

Many art materials are difficult or impossible to paint over these materials and will damage the walls permanently. DO NOT mark on the walls with the following materials: ink pens, sharpies, enamel paint, markers, oil or acrylic paint, tempera, grease pencils, pastels, wax or resin, oil sticks, food or beverage items or spray paint of ANY KIND.

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## ADHESIVES

Adhesives have the ability to irrevocably damage walls. You will be fined if there is any extensive cleaning or repair to damaged walls and floor. Please contact Exhibition and Studio Services for guidance if you need help adhering artwork to the wall.

You may only use the following adhesives on exhibition walls:

- Scotch Brand Mounting Tape
- Scotch Branch Removable Poster Tape
- Painters tape

Do not use the following adhesives on exhibition walls:

- Scotch Branch Double Stick Tape
- Foam mounting tape
- Masking tape
- Duct tape
- Liquid glue
- Poster tack / sticky tack
- Hot glue

## PEDESTALS & SHELVES

Pedestals can be found in the Cutting Room, Room 118, near the free shelf. You do not need to reserve them, they are first come first serve. Once you are done using them, please return them so others can use them.

Shelves are stored on a metal rack in the first floor hallway between the Auditorium 150 and 3D Shop. You do not need to reserve them, they are first come first serve. Once you are done using them, please return them so others can use them.

## GLASS

Glass is located in MCAD's main building on shelves in the Cutting Studio, Room 118. Standard glass sizes are free for students to use: 8x10, 8.5x11, 11x14, 11x17, 17x22, 13x19, 16x20, 20x24. Please use the size glass closest to the size of your piece, we don't cut custom sizes. Ace Hardware on Nicollet stocks plate glass and will cut any size for you.

Please return glass once you are done using it, unless it is cracked or broken. Recycle any plate of glass that is broken in in the designated glass recycling bin only, there is one at the entrance of the Cutting Studio.

## TOOLS & SUPPLIES

Exhibition and Studio Services has a limited supply of ladders, hammers, levels, screwdrivers, nails, screws etc. In order to make sure these tools are available to all, please do not stockpile supplies in your studio and return them back to ESS when you are done with them. Please thoroughly rinse out paint brushes and rollers so they can be continued to use.

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## EXTENSION CORDS & POWER STRIPS

Power strips are the only permitted cord to use for longer periods of time in the studios and gallery installations. Do not use extension cords in the studios. Insulated, grounded extension cords can be used in the gallery for temporary use (not more than a day). Power strips/extension cords are not to cross hallways, be attached to exposed pipes, or light tracks, or pose tripping hazards.

MCAD must adhere to strict health and safety standards and will remove any dangerous or unauthorized extension cords immediately. If you have questions about any of this, contact Exhibition and Studio Services, or view MCAD Extension Cord & Power Strip Usage Policy on the [Occupational Health & Safety Intranet site](#), where all safety policies can be found.

## HOW TO MAKE DIDACTICS (LABELS)

Go to the [Exhibition and Studio Services resource page](#) on the Intranet, and click on *MCAD Gallery Label / Didactic Template*.

Scroll to the bottom of the page and download the file attachment. Once downloaded, unzip the folder and open the InDesign file.

Insert your information on the label template.

Print out the template on any B/W printer (regular paper works fine, or use the ImagePress if you want fancy paper, color, etc)

Do not cut labels out yet!

Purchase “perfect mount” from Art Cellar - note, that is a brand name, you can use the generic brand, illustration board with duo-tac, or double-sided tape to achieve the same effect. Ask for it in the Art Cellar!

Peel off back of mounting board exposing sticky side (or apply your adhesive), and affix sheet of labels, using pressure to adhere

Go to the Cutting Studio in room 118 in the Main Building, to use a mat cutter or board shears. Line up crop markers with a mat cutter or board shears.

Note: if using an angled blade on a mat cutter, make sure the bevel cut is edge in/under

Exhibition and Studio can demo or help you use mat cutters, please email [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu) to set up.

## GUIDELINES UPDATED JULY 2023