

MFA EXHIBITION GUIDELINES

RESERVING PROJECT SPACE

Project spaces and classrooms can be checked out as needed. 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. 1-week check-out is standard for all MFA Building spaces. If you need more than a week, please email the MFA list (mfa_majors@mcad.edu) to confirm no one else needs the space before reserving a second week.

Make an appointment via [Places and Spaces](#). See the map in Places and Spaces for reference. If you haven't used Places and Spaces, here's [a helpful video orientation](#).

RESERVING GALLERY SPACE

Wallspace in the MFA Gallery can be reserved via [Places and Spaces](#). There are maps of the Gallery in Places and Spaces for reference.

1-week check-out is standard for all MFA Building spaces. Please be mindful that when your reservations end, there is often a quick turnaround between installations, thus everything needs to be removed from your space on time. If you are done with your space reservation early, please release the reservation so others may use it.

We strongly recommend making your reservation **weeks in advance** if you need a particular area for a specific reason (for example, if you need an interior corner of the main gallery walls). If you just need walls to hang work on, then nearly any project space or gallery wall in the MFA building will work fine.

If you would like to use space in the Gallery that is already reserved, please use the **waitlist** feature on Places and Spaces, rather than asking them in person to alter their reservation. Please respect someone's space reservation as a final decision, and avoid bargaining with others - the ask can put people in an uncomfortable situation where they feel pressured to release their reservation.

Wallspace in the main gallery is **limited to two gallery walls or spaces at any given time**. If you want an immersive space, you'll need to check out a single project space, or one of the alcoves at the main building. If you have a reservation request that includes more space than what is outlined above, you will need to submit a 1-page proposal to the MFA Director (info-mfa@mcad.edu) at least 1 month in advance so there is time to make arrangements (if possible).

If you have questions about reserving space, contact the MFA Studio and Gallery Monitors.

MOVABLE WALLS

There are a limited number of moveable walls for use in the MFA Gallery area only. Please reserve the walls you plan to use on [Places and Spaces](#).

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INSTALLATIONS OUTSIDE OF GALLERY AND PROJECT SPACES

Installations outside of designated exhibition spaces can be made with formal approval from MCAD; this includes non-traditional spaces within the building and grounds on the main MCAD campus. The proposal must be submitted at least 2 weeks in advance of the proposed installation time to Exhibition and Studio Services.

Fill out the [Grounds Proposal form](#), located on the Exhibition and Studio Services Intranet page.

For installations on the grounds outside of the MFA building, such as on the front yard or parking lot, a proposal must be submitted to the [Minneapolis Institute of Art \(Mia\)](#). The proposal must be submitted at least 2 weeks in advance of the proposed installation time to Exhibition and Studio Services.

Fill out the [Mia Proposal form](#), located on the Exhibition and Studio Services Intranet page.

INSTALLATION ASSISTANCE

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 appointment or ask any installation related questions, please contact the Exhibition Services Lead Specialist at exhibition_studio_services@mcad.edu.

You may also email us with any lighting-related requests. Students are welcome to add more lights to the tracks as needed - no one should move light off someone's work without checking with the person first.

INSTALLATION POLICIES

Any unauthorized installations will be removed immediately. You may be charged for labor to de-install them. No Exceptions.

DO NOT install work from the ceiling before contacting and consulting with Exhibition and Studio Services staff regarding safe installation practices. The MFA Building ceiling can not be drilled into because of health concerns. There are spaces that you cannot hang from at all, and spaces that you may easily hang from steel Uni-Strut track.

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.

Please do not leave anything behind in the Gallery or exhibition spaces after your reservation ends; this includes paint buckets, tools, shelves, and hardware in the walls. Everything must be removed from the space to allow for a quick turnaround for the next reservation. Please clean and return all used equipment to the designated areas in the

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MFA Tool Room. You will be fined if Exhibition and Studio Services has to clean up after you.

PAINTING WALLS

With prior permission from Exhibition and Studio Services, walls may be painted a color of your choice, if you prime them afterward. 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 133). 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.

PREPPING WALLS

Remove any hardware from walls, using drill, hammer, or pliers. Tape or adhesive can be pulled or scraped off. Scrape off any excess or protruding parts of the sheetrock with the yellow scraper.

Apply spackle and fill any visible holes, scrape off excess spackle so that it dries fast and there is less to sand down. Using your finger to apply spackle works great, and saves you from sanding off lots of excess spackle. Wait and check the spackle (30-45 min), if dry, take a sanding block and sand down the dry putty to an even surface on the wall.

Pull out the appropriate paint color for the wall: black for the black box, gallery white for the gallery, and off-white in areas of the main building. Please consult the Studio Monitor on the correct color before painting. If just patching holes, you can use the side of a sponge brush to touch up the area. If painting the whole wall, or a large area of the wall, use a paint roller. Tape off the wall and throw down a drop cloth first.

Once finished painting, scrape excess paint off sponge brushes, rollers, and trays back into the paint bucket. Immediately wash out brushes, rollers, and trays and set them out to dry, then put them away in designated areas.

TOOLS & SUPPLIES

The MFA Gallery has a limited supply of installation tools, materials, and supplies for use in the gallery and installations, all located in the MFA Tool Room. In order to make sure the tools are available to all, please do not stockpile supplies in your studio. Please thoroughly rinse out paint brushes and rollers so they can be continued to use.

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Email the MFA studio monitor with any questions regarding equipment, and if supplies begin to run out or go missing, so they can be restocked in a timely fashion.

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. (**Note that they may have the proper adhesives to give to you - for Free!!)

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 Doublestick Tape
- Foam mounting tape
- Masking tape
- Duct tape
- Liquid glue
- Poster tack / sticky tack

PEDESTALS, SHELVES, & GLASS

Gallery furniture like shelves and pedestals can be found in the MFA Gallery storage, located in room W2. There is a limited amount of gallery furniture items, so please return them when you are done with them so others can use them.

Glass is located in MCAD's main building on shelves in the Cutting Studio, Room 118. There is also additional glass storage in the MFA Tool Room. 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.

Recycle any plate of glass that might be cracked or broken in the designated glass recycling bin only. There are glass recycling bins in the Cutting Studio and MFA Tool Room shop.

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

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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.

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' Studio Coordinator, at exhibition_studio_services@mcad.edu.

VISITOR POLICY

All guests to the MFA building must be accompanied by an MFA student at all times, including friends, relatives, mentors, and outside guests. DO NOT let anyone into the building, unless they are specifically there to meet you or see your exhibition.

NO ALCOHOL is permitted in MCAD buildings, including the MFA studios and Gallery.

HOW TO MAKE DIDACTICS (LABELS)

Go to the [Exhibition & 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 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 Services can demo or help you use mat cutters, please email exhibition_studio_services@mcad.edu to set up.

GUIDELINES UPDATED JULY 2023