

ELLIS GALLERY EXHIBITION POLICIES AND PROCEDURES

This information is intended to encourage professional-level student exhibitions.

- Responsibility:** The exhibitor is responsible for installing and removing the exhibition in a timely and professional manner. The exhibitor must paint the gallery walls flat white at the end of the exhibit.
- Schedule:** The exhibition should be installed by the end of the day on Sunday and removed by the end of the day on the following Saturday. The exhibitor is responsible for opening and closing the gallery.
- Signage:** A description of the exhibit should be posted to the left of the Ellis Gallery door. It should list the exhibitor's name, exhibition title and a statement about the work. Each individual work in the exhibition should be labeled.
- Key:** A gallery key may be checked out from the Art Office during business hours the week before the exhibit, and returned immediately after the exhibit.
- Materials:** The track lights may be adjusted as necessary. Light bulbs are available from the Operations Manager who also provides flat white paint to restore walls to their original condition. All other materials used in the exhibit (extension cords, monitors, projectors, etc.) are the responsibility of the exhibitor.
- Receptions:** A reception is permitted as long as the exhibitor complies with the university alcohol policy. Speak with your advisor for details.
- Equipment:** A ladder and pedestals are located in CFA 304. A key for access to CFA 304 is available in the Art Office. The ladder must be secured in the Ellis Gallery if kept over night, and it must be returned to CFA 304 as soon as the exhibit is installed. Pedestals must be returned to the storage closet in CFA 304 at the end of the exhibit.
- Clean-Up:** All exhibition materials must be removed from the building and the gallery space cleaned and repainted by the end of the day on Saturday. No storage space is available. The School of Art is not responsible for work left in hallways.