

The KIMMEL CENTER Galleries: The Commuter Lounge (2nd Floor)

Exhibition Guidelines

Technical Specifications:

- **Wall Lengths:** The main wall of the CL measures approximately 47' in length. The eastern side of the room offers two smaller sections of wall that may be used, each about 7.5' long. A third section of hanging space is available on the western side of the room and measures about 15'. The eastern and western sections of wall have some unusual window shapes and plaques that need to be worked around. The curator can discuss further details with you.
- **Lighting:** a florescent tube is mounted behind a soffit that runs along the entire length of the main wall. Canister lights are installed across the ceiling of the CL. No additional lighting sources may be added to the CL.
- Because the space is used as a student lounge, chairs and tables are frequently moved around. It is recommended that all artwork is hung above the height of the club chairs (33") so that the furniture does not accidentally bump into the work.
- Any furniture that is in the CL must stay in the CL. It can be moved away from the walls to better accommodate the artwork, but it cannot be transported to another room.
- Nothing can be mounted on the glass that separates the northern side of the room from the rest of the second floor.

If your group would like to reserve the Commuter Lounge, you must agree to the following requirements:

Initial next to numbers 1-17 and return to the curator.

1. **It is imperative that the size of your exhibition fits the wall space available in the Commuter Lounge.** Make sure that your group has enough work to fill the main wall of the CL. The group coordinator is responsible for allocating the space and planning to ensure that the wall is adequately filled. If your group books the CL and fails to meet this commitment, you may not be able to reserve space in Kimmel for future exhibitions.
2. **Exhibition dates must be chosen with the curator before your reservation can be finalized.** Exhibitions should not be less than three weeks and no longer than six weeks. A written request via email should be made to the curator, who will send a confirmation once the dates have been reserved for your group.
3. **One contact person must be designated for your group.** The curator will communicate with the contact person on anything related to the exhibition. It is the responsibility of the contact person to inform the exhibition participants of the installation guidelines, times, material needs etc.

4. **All paintings, photographs, drawings, and prints must be framed before they can be exhibited in the Commuter Lounge.** Exceptions may be granted by the curator, but approval must be obtained *before* the installation date.
5. **Sculpture cannot be installed in the Commuter Lounge.**
6. **No painting may be done to the walls of the Commuter Lounge.** Exhibition titles, labels, and decorative designs may not be painted on any wall area of the CL. If your group would like to have an exhibition title installed on a wall, REMOVABLE vinyl lettering may be used.
7. **Each group must prepare and pay for an exhibition poster to hang during the show.** The poster will advertise the group who is sponsoring the exhibition, as well as other pertinent info (dates of exhibition, contact info for the group, names of participants, etc.) You must use a 40 x 30" poster format that will be displayed on an easel in the gallery. Other sizes and formats need to be approved by the curator before the installation. Printing contacts are available upon request.
8. **An installation plan must be established before artwork can be mounted on the walls.** A center line (the height at which the center point of each work will hang) must be decided upon and used throughout the exhibition (60" is recommended). If you need help with measurements and layout, the curator can help. In order to produce the least amount of wear-and-tear on the walls, it is imperative that precise measurements be taken before mounting devices (nails, hooks, etc.) are installed.
9. **Labels must be made for each work of art.** The curator can make these for your exhibition. If your group would like to print labels on its own, they must all be done in a uniform fashion. The curator can offer suggestions for format and size. If the curator will be making the labels, coordinate this *before* the installation of the exhibition. Names and other information (title, medium, date, collection) should be supplied via email at least three days before the installation. No handwritten labels are permitted.
10. **One block of time will be chosen by the Kimmel curator and the contact person for the installation of the show.** Depending on the size and type of exhibition, anywhere from a few hours to a whole day may be needed. It is imperative that the contact person stress to the exhibition participants that the installation will *only* take place during the scheduled hanging time and that all artwork and other materials must be ready to be delivered to and installed at Kimmel during this allotted time. It is not possible to reschedule or provide additional hanging times. If artists are unsure of the space or their installation needs, these points should be determined before the day of installation.
11. **The curator has the final judgment in arrangement of the exhibition materials.** To ensure that the overall effect of the installation is aesthetically pleasing, the curator may adjust hanging heights, straighten works, or suggest alternate placements.

12. **The curator reserves the option to decline any work that s/he deems inappropriate for this particular space.** If your group will be showing any work that may be questionable or controversial for this very public venue, the issue should be discussed before the installation.
13. **Kimmel provides basic hanging supplies, but the exhibition group and/or the artists must provide any special materials and tools.** Kimmel provides stepstools, basic tools (hammers, measuring tape, nails, hanging wire, pliers, wire cutters, etc.) for the installation. The purchase of any additional materials is the responsibility of the group or the individual artists.
14. **The curator must be present for the installation and takedown of the exhibition.** All hanging and takedown times will be scheduled with the curator.
15. **Each artist participating in the exhibition must sign the “Kimmel Center Galleries Artist Release and Waiver” form.** It is the responsibility of the contact person to return the signed waivers to the curator before the start of the installation.
16. **Kimmel cannot store artwork before or after a show.** Each group / artist is responsible for delivering the work at the installation time and picking it up at the takedown time. The contact person must make arrangements with any participant who cannot be present for the installation or takedown.
17. **The Commuter Lounge is an unguarded exhibition space.** While the Commuter Lounge does not have guard staff present in the gallery, the main security guard station is located just outside the CL. If your group is uncomfortable with having its artwork in an unguarded space, the CL may not be the right venue for your show.

Exhibition Suggestions and Concerns:

MEDIA:

- Paintings, prints, drawings and photographs exhibit very well in the CL. All work should be mounted and framed before the exhibition. Paintings that have been stretched do not require framing.
- Sculpture is not permitted in the CL. Students move the furniture and tables around to suit their activities. The possibility for the movement or damage of sculpture prohibits its exhibition in the CL.
- Video-based art or anything that requires a monitor needs special permission from the curator. Given the challenging technical aspects that come with this sort of installation, this issue should be discussed before the exhibit is officially booked.

SIZE:

- Small works do not display as well as larger works. In particular, photographs need to be enlarged if they are 8 x 10” or smaller. If there are a number of small objects that are parts of a series, they can be effectively installed, but these details should be discussed with the curator before installation.

HANGING PREPARATION:

- Each artist should bring the artwork to the installation in a ready-to-hang state. When appropriate, framing should be done before hand. Hanging devices should be attached (eye hooks on the back of canvases, hanging wire, mats, etc.) *before* the work arrives for installation.
- The group coordinator should prepare a layout of where the pieces will be installed. If you need help with organizing the layout of the show, the curator can help.

PUBLICITY:

- Each group has its own publicity goals, but Kimmel strongly encourages publicity through various campus outlets (*NYU Today*, *On the Square*, the student paper, the daily events calendar at home.nyu.edu).
- Postcards, posters, and email announcements are all possible publicity aids. Printing and mailing costs are the responsibility of your group.
- If you would like to arrange a reception in conjunction with the show, space can be booked through the Kimmel Operations office (Room 605). The curator can provide suggestions on how and where to arrange your event.
- No one without photo ID will be permitted to enter Kimmel. Anyone with an NYU ID can “swipe” themselves in at the entrance points. Those without NYU ID will be asked to sign in at the security desk and show their photo ID. If you are publicizing your event outside the NYU community, make sure your visitors are aware of this rule in advance.

Questions can be addressed to:

Jovana Stokic
 Curator
 Kimmel Center for University Life
 Operations, Room 605
 60 Washington Square South
 New York, NY 10012
 Email: kimmel.galleries@nyu.edu

Group Name: _____

Proposed Dates: _____

Contact Person: _____ (Printed Name)

_____ (Signature)

_____ (Date)