

The KIMMEL CENTER Galleries: The Stovall Gallery (8th Floor)

Exhibition Guidelines

Technical Specifications:

- **Wall Lengths:** The main wall of the Stovall Gallery measures approximately 57' in length. A row of windows runs parallel to the wall and provides a good source of natural light. Shades are mounted in each window to help with light control if need be. An additional section of wall is adjacent to the main wall and can be accessed through a set of double doors. This section is approximately 30' in length. In addition, some smaller sections of wall are located between the windows that run along the east side of the building.
- The main section of wall (57' in length) should be installed with artwork before the second section of wall may be used (30' long).
- **Lighting:** Canister lights are installed across the ceiling of the Stovall Gallery. No additional lighting sources may be added.
- Nothing can be mounted on the windows and doors surrounding the Stovall Gallery.

If your group would like to reserve the Stovall Gallery, 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 Stovall Gallery.** Make sure that your group has enough artwork to fill the main wall of the SG. The group coordinator is responsible for allocating the space and planning to ensure that the wall is adequately filled. If your group books the SG 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. Paintings that have been stretched do not need to be framed.

5. **No painting may be done to the walls of the Stovall Gallery.** Exhibition titles, labels, and decorative designs may not be painted on any wall area. If your group would like to have an exhibition title installed on a wall, REMOVABLE vinyl lettering may be used.
6. **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.
7. **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 are installed.
8. **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) should be supplied via email at least three days before the installation. No handwritten labels are permitted.
9. **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 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.
10. **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.
11. **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.
12. **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.

13. **The curator must be present for the installation and takedown of the exhibition.** All hanging and takedown times will be scheduled with the curator.
14. **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.
15. **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.
16. **The Stovall Gallery is an unguarded exhibition space.** There is no guard staff present in the gallery. If your group is uncomfortable with displaying artwork in an unguarded space, the SG may not be the right venue for your show.

Exhibition Suggestions and Concerns:

MEDIA:

- Paintings, photographs, drawings and prints exhibit very well in the Stovall Gallery. All works should be mounted and framed before the exhibition. Paintings that have been stretched do not require framing.
- Sculpture is permitted in the SG, but arrangements must be made before the installation. The gallery can only accommodate work up to a certain size. Discuss with the curator if the SG can accommodate the sculpture you would like to exhibit.
- 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 encourage 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.
- A poster advertising your event can be placed on an easel in the main foyer of Kimmel. The organizing group pays for and arranges to get the poster printed. Posters should be 40 x 30 inches and mounted on foamcore. No hand-written posters are permitted.
- 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. Any visitor 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)