

# THE WINDOWS at the KIMMEL CENTER

## Exhibition Guidelines

### Technical Specifications:

- The Kimmel Center has 13 vitrines available for exhibition space: 8 windows on Laguardia Place (NOT including the three windows closest to Washington Square Park) and 5 windows on West Third Street.
- Each window measures 80” high x 70” wide x 12” deep.
- Each window opens at the center, like a pair of French doors. All work that needs to hang in the center of the window must be hung with wire from the eyehooks mounted on the ceiling.
- Each window has eye hooks mounted on the ceiling so that wire and other hanging devices can be installed.
- The inside of each door is covered with a fabric bulletin-board surface. Pushpins, shallow nails, and staples can be used on the fabric backing to mount artwork and labels directly on the doors.
- Each vitrine is lit 24 hours a day with an overhead fluorescent tube. You may install additional lighting sources, such as a spotlight, via the electrical outlet located on the shelf of each window. The installation of additional lights must be considered safe by the curator.
- Most of the windows are accessible with a small stepladder. Note that the two Kimmel windows closest to the park are located in a deep stairwell, making installation a challenge. Be aware of this in advance of installation so that works that are easier to hang can be placed in these two vitrines.
- The windows are not climate-controlled. The sunlight can be intense on both Laguardia Place and West Third at certain times of the day. The interior of the windows can get quite hot, making any paper items warp and wrinkle. Make sure that the hanging method chosen for any paper-based work is very secure so that the work does not shift or fall after the installation.
- Each vitrine is locked by the curator to ensure the safety of the items on display.

**If your group would like to reserve the windows, you must agree to the following requirements:**

**Initial next to numbers 1-13 and return this copy to the curator.**

1. **It is imperative that every Kimmel window is filled during your exhibition** (8 windows on Laguardia and 5 windows on West Third). Make sure that your group has enough work to fill all 13 windows. Exceptions may be granted, but must be discussed with the curator *before* the space is booked. It is absolutely not acceptable to reserve all the windows and NOT use all of them. The group coordinator is responsible for allocating the space and planning to make sure each window will be filled. If your group books all the vitrines and fails to meet this commitment, you may not be able to reserve the windows for future exhibitions.
2. **Artwork must be an appropriate size to hang in the windows.** The only way your exhibition will look great and do justice to the artists’ work is if the selected pieces are appropriate in size for *this* space. With the dimensions of each vitrine in mind, artwork should be in keeping with the size of the windows. Small pieces do not exhibit well. For

instance, photographs that are 8 x 10, 5 x 7, or 4 x 6" are too small. With photography in particular, your group or the artist needs to have the resources and ability to enlarge the print(s) to a larger format. If small paintings are hung, it usually works best to group a number of them together in the same window. It simply does not work to hang a single 12 x 8" canvas in an 80 x 70" window. If the work is not an appropriate size for the windows, the curator may decline its installation.

3. **Exhibition dates must be chosen with the curator before your reservation can be finalized.** Exhibitions should not be less than four 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 you group.
4. **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.
5. **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 60 x 40" poster format. Other sizes and formats need to be approved by the curator before the installation. Printing contacts are available upon request.
6. **Name plates must be made for each artist.** The curator can make these for your exhibition. If your group would like to print name cards 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 name plates, coordinate this *before* the installation of the exhibition. Names and other information should be supplied via email at least three days before the installation. No handwritten labels are permitted.
7. **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 figured out before the day of installation.
8. **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.
9. **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.

10. **Kimmel provides basic hanging supplies, but any special materials and tools must be provided by the exhibition group and/or the artists.** Kimmel provides ladders, stepstools, basic tools (hammers, measuring tape, nails, hanging wire, push pins, pliers, wire cutters, etc.) for the installation. The purchase of any additional materials is the responsibility of the group or the individual artists.
11. **The curator must be present for the installation, take-down, and any adjustments.** All hangings, take-downs, and adjustments must be scheduled with the curator. Absolutely no one may access the windows without the curator's presence.
12. **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.
13. **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 take-down time. The contact person must make arrangements with any participant that cannot be present for the installation or take-down.

## **Exhibition Suggestions and Concerns:**

### **MEDIA:**

- Because the windows are exposed to intense sunlight, caution should be taken when hanging works on paper. The light may cause drawings, prints, and collages to fade and warp. While there is no steadfast rule that works on paper cannot be exhibited in the windows, it is an important point to take into consideration when selecting pieces for exhibition.
- Paintings and photographs exhibit very well in the windows. They can withstand heat and light over the length of the exhibition.
- Sculpture is not ideally suited for the windows since each vitrine is fairly narrow in depth. If you think you may want to show three-dimensional work, this should be discussed with the curator and decided on a case-by-case basis.
- Video-based art or anything that requires a monitor cannot be accommodated in the windows.

### **SIZE:**

- Small works do not display well in the windows. 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 time 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 lay-out 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 the Kimmel galleries 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.
- 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.

**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)