University of California Riverside, Art Department
Phyllis Gill Gallery Exhibition Guidelines

General Guidelines
Installation guidelines are provided to assist with safety and security. While the rules exist, consideration is given to promote creativity with your projects.

Open Hours
Phyllis Gill Gallery is open during regular office hours, 9am-5pm, Monday-Thursday. The Gallery is un-staffed, and students agree to show their artwork at their own risk. **If students need to use loaned Art Department equipment for their exhibition (example: video projector, dvd player, etc.), they must act as their own sitter for the show, during open hours.** In this case, the student will work with their faculty sponsor and Arts and Art History Staff to determine the open hours of the Gallery during their exhibition.

Length of Exhibition
Exhibitions are generally scheduled for one week. Students receive key access to the gallery on Friday between 2-4pm, complete their installation by Monday, and close their show at the end of the day on Thursday.

Housekeeping
As stated above, students receive key access to the gallery on Friday between 1-4pm, and are expected to complete installation by Monday morning. After the close of the exhibition on Thursday, students are expected to de-install their show and make any necessary repairs to the gallery, including patching/painting, and cleaning. They must pass a full inspection of gallery condition at 12noon on Friday. The gallery must be returned to original condition upon completion of the exhibition, with no exceptions. Students who fail to do so will jeopardize any future Phyllis Gill Gallery exhibition approvals and may be subject to fines.

The Art Department provides a fully equipped supply cart, containing painting/patching materials, tools, and installation hardware. This will be available for check-out from the Sculpture Lab, at both the beginning and end of the exhibition process.

Process for Exhibition
Proposed exhibitions must be presented in writing via the Phyllis Gill Gallery Proposal Sheet, available on the website. Students must have the approval of a faculty sponsor to proceed.

1. If the proposal is accepted, students must review and confirm all logistical details of their show with the Gallery Advisor (Lynne Marsh: lynne.marsh@ucr.edu), including plans for events or opening receptions. Final proposals are forwarded to Art and Art History Administration for final review.
2. After all details have been confirmed, students will sign a waiver, prior to obtaining the key to the gallery. This is done through Art and Art History Administration. Student ID is required.
3. The UCR Art Department and UCR AFA has the right to remove or deny any installation. Cause of refusal or removal would typically be a safety or security hazard.
**Access**
Only one key will be signed out at the Art Administrative Assistant reception desk per exhibition, to the student who will be responsible for maintaining security. The **Gallery Waiver form** must be signed in order to receive a key. As a UCR student working in the Phyllis Gill Gallery, you must comply with the departmental and campus rules. **Campus safety recommendations can be found at this website:** [http://wrc.ucr.edu/escortservices/stayingsafeoncampus.html](http://wrc.ucr.edu/escortservices/stayingsafeoncampus.html)

**Openings/Receptions/Events**
Openings are generally held at lunchtime or start between 4-5pm, during office hours, and may be up to 3 hours in length. The student who is responsible for key access will also be responsible for maintaining safety and security, and locking the Gallery after office hours. Students should also maintain awareness of their personal safety after dark, and avoid working alone, or walking alone on campus. Any music or noise as part of the exhibit requires additional campus approvals.

**Publicity**
All flyers or campus announcements for exhibitions should be pre-approved by the Gallery Advisor Lynne Marsh (lynne.marsh@ucr.edu).

If food is desired, a permit must be requested through the campus food approval process at this website: [http://ehs.ucr.edu/environmentalhealth/foodpermit.html](http://ehs.ucr.edu/environmentalhealth/foodpermit.html)

**Alcohol cannot be served in the Phyllis Gill Gallery.**
Creating a Flyer for Your Exhibition

The draft of your flyer must be emailed to Lynne Marsh (Faculty Gallery Advisor) Lynne.Marsh@ucr.edu two weeks prior to the opening reception of your exhibition. Once approved, Lynne Marsh will have it sent out to all Art/Art History majors, graduate students, and faculty. It will also be posted in all the Arts Building display boxes.

Your flyer needs to include the following:

1. an image or graphics of your choosing
2. the name of the exhibition
3. the name(s) of the artist(s) in the show
4. the dates of the show
5. the date and time of the opening reception (if you plan on having one)
6. the name and location of the Phyllis Gill Gallery (room 245, 2nd floor, Arts Building)

Email your flyer to Lynne Marsh as a 150 dpi jpg, sized at 8.5” X 11”.
PAINT PROCEDURES FOR PHYLLIS GILL GALLERY
RULES AND GUIDELINES
After your exhibition, the gallery must be cleaned, prepped and ready for the next exhibition by noon Friday.

INSTRUCTIONS FOR WALL PREP:
1. All nails, screws, hooks, tape and adhesive must be removed.
2. All holes 1/8” or smaller need to be patched with All Purpose Joint Compound only. Do not substitute with Spackle or other paste.
3. All holes larger than 1/8” need to be filled with Plaster of Paris. After it dries the surface needs to be sanded, and apply a coat of All Purpose Joint Compound. Lightly sand when the surface dries.
4. Give the wall a light sand to remove any raised area or textures.
5. Clean the wall. Use a damp cotton cloth to wipe any chalk or dust before priming.
6. All baseboards must be masked prior to painting the walls. Use the blue painter’s tape, brown kraft paper to cover the baseboard and the near perimeter of the floor. Always use drop clothes to cover the floor in the area you are painting.
7. Prime and paint the wall. (Both materials are provided on the cart in the gallery. Please contact Andrea if they are low. Be sure the primer is dry before painting)
   Primer: Dunn Edwards Interkote Primer
   Paint: Dunn Edwards Whisper White Drywall Sample SPM20-0 Suprema Interior Velvet.
8. Paint lower walls that have stains and marks from the show. Do not attempt to paint vaulted areas.

In addition please remember the following rules.

NO solvents, oil-based paints, spray paint, and/or other chemicals can be used in the gallery!! No paint on the floors!!

1. Any art making that involves dust, air borne debris or toxic fumes must be done in the Sculpture Lab. This includes cutting or sanding wood or other materials that create dust, welding, cutting or grinding metal, working with Plaster of Paris and spray painting.
2. Students can change the pointed direction of the tract lights, but cannot move or remove the physical light cans.
3. Oil painting or any painting involving excessive fumes must be done in Arts #402 studio, which has the appropriate ventilation system.
4. Any disposal of paint, dirty rags containing solvents, or toxic materials must be done in the appropriate containers in Arts #402 studio.
5. Any direct painting on the gallery walls must be previously approved and should be noted in the Gallery Proposal form.

6. Students must use the drop clothes provided on the cart when painting the walls.

7. Exhibiting students are responsible for cleaning any mess they create outside of the gallery (floors, elevator, classrooms, etc.) during their installation.

8. If the exhibition involves any audio, video or computer equipment (e.g., projector, monitor, screen, computer, etc.), he or she must sign a RELEASE form to authorize the Art dept. staff to open and close the gallery during operating hours (8-5) unless the student has arranged for a gallery sitter to guard the equipment during those hours.

**** Should any paint or other substance stain the floor, please contact Andrea Hidalgo at andrea.hidalgo@email.ucr.edu for further instruction and guidance.