

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 two weeks. 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 the following weeks thursday.

Housekeeping

As stated above, students receive key access to the gallery on Friday between 2-4pm, 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 the gallery. The students must be there at 11:00 a.m. on Friday for the deinstall inspection. If the students cannot make the 11:00 a.m. inspection, the students are required to contact Zaid Yousef (zaid.yousef@ucr.edu) at least 24 hours in advance to schedule another inspection time, prior to Friday at 11:00 a.m.

There will be a \$100 fine if the gallery has not been restored to the original condition by 12:00 p.m. on the de-installation date. The fine will be billed to my student account. I am responsible for checking my student account and paying any fines online via R'Web, Student Account Online, or in person to the main cashier's office. Charges not paid by the due date will assess a late fee each month and a hold placed on them until the account becomes current. Holds will prevent Student Aid from disbursing to pay tuition and fees, and prevent enrollment in classes. Transcripts and diplomas will not be issued until all financial obligations have been satisfied. Delinquent accounts may be subject to collection cost and attorney fees if applicable, a 10% per annum interest rate in accordance with CA State Civil Code No. 3289 when collection activity becomes necessary to collect this debt. Please see https://sbs.ucr.edu/students/payment_options.html for more information.

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 (Amir Zaki: amir.zaki@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 meet with Zaid Yousef (zaid.yousef@ucr.edu) to sign a waiver, prior to obtaining the key to the gallery from Zaid Yousef (zaid.yousef@ucr.edu)
3. The UCR Art Department and CHASS Facilities Management 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 by Zaid Yosef per exhibition, to the student who will be responsible for maintaining security. 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/campus-safety/index.html>

Openings/Receptions/Events

Openings generally start between 4-5pm, during office hours, and may be up to 2 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 Amir Zaki (amir.zaki@ucr.edu)

Only blue painter's tape is allowed to be used for posting fliers. The students are responsible for taking down the posters at the end of the exhibition.

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> **Alcohol cannot be served in the Phyllis Gill Gallery.**

Creating a Flyer for Your Exhibition

The draft of your flyer must be emailed to Amir Zaki (Faculty Gallery Advisor) at amir.zaki@ucr.edu weeks prior to the opening reception of your exhibition. Once approved, Amir Zaki 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 Amir Zaki 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 11:00 a.m. on 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 Zaiid Yousef if they are low. Be sure the primer has one hour to completely 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 track lights, but cannot move or remove the physical light canisters. Please see the Gallery Lighting document instructions.
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 and/or drawing 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 Zaid Yousef at zaid.yousef@ucr.edu for further instruction and guidance.