

Gallery 128 Guidelines and Restrictions

Registration and sale of artwork:

- You will indicate if the artwork is for sale or NFS (not for sale). Artists choosing to sell their artwork will complete a W-9. International students will follow all rules applicable regarding the sale of artwork.
- If NFS, you will indicate an insurance value in the application.
- Price or insurance value must be \$3,000 or less.
- Artwork is sold through **Portfolio** (the PAFA museum store). PAFA receives a 30% commission.
- When determining the price of an artwork, a realistic assessment of the art object and the venue is encouraged.

Artwork must remain on exhibit in Gallery 128 between the start date and the end date of the exhibition for continuity and security considerations.

Installation and proper display:

- An artwork must be materially and structurally stable to be installed and comply with the list of prohibited materials.
- Objects must be completely dry, free of loose particles, structurally sound and safe, and there must be no chance of wet paint, charcoal, and/or other materials able to be transferred to other artworks or people handling the object.
- If a problem with the artwork becomes apparent after installation, it will be removed from the exhibition.
- **Wall-mounted** artwork must have appropriate hanging hardware. Adhesives or tape are not used on gallery walls.
- **Framed** artwork must have screw eyes or D-rings with hanging wire appropriate to the size and weight of the object. Artworks must be securely set into frames with nails, screws, mending plates, framing pins or other types of hardware. The use of tape, string, and wire to hang or secure an artwork into a frame is not acceptable.
- When submitting **three-dimensional** artworks, it is preferable that you provide an exhibition-ready pedestal or riser of the proper proportion and size to best present the artwork. PAFA has a limited quantity of pedestals available. Email Brian Boutwell, School Exhibitions Coordinator (bboutwell@pafa.org) to determine if a suitable pedestal or riser is available.
- **Works on paper** must be delivered on a rigid, lightweight surface such as foam core or mat board or in a tube. If unframed, the artist must provide instructions and hardware (magnets, clips, etc) to present the artwork properly.
- Artwork that includes **electric and electronic equipment** must include a power strip and/or extension cord and a timer; include. The artist will provide any racks, tables, or pedestals the equipment requires. You must provide and set a timer that will turn on the equipment at 9:00 AM and off at 9:00 PM.
- The artist will provide monitors, media players, projectors, etc as required to present their artwork.
- Installation will be at the convenience of gallery staff. Artwork that may require the presence of the artist for installation will contact bboutwell@pafa.org to make arrangements.

PROHIBITED MATERIALS: To avoid infestation of galleries, the following materials are prohibited:

- Live plant matter
- Dried plant matter, soil; **unless successfully treated prior to use.**
- Live or dead animals or insects.
- Food, animal products, seeds, etc.
- Fur, feathers, unprocessed wool, repurposed wool such as that found in sweaters, stuffed upholstery, or rugs; **unless successfully treated prior to use.**

RESTRICTED MATERIALS: (case-by-case approval required). The following materials **require an infestation pre-check** consisting of storing material on white paper for several weeks and/or seal material in a plastic bag to observe activity, or treat by freezing or heating:

- Tanned hides removed of fur/hair.
- Bones stripped of flesh, connective tissue, and marrow.
- New wool, unworn garments in natural or synthetic fibers.
- Salvaged wood in good condition without signs of current or past infestation.
- Responsibly contained liquids (excluding fresh blood), as long as they do not contribute to a mold-inducing environment.

Procedure for case-by-case approval:

a) **Early Notification.** Contact School Exhibitions to discuss the desire to work with these materials early in the planning process, ideally prior to the due date of the Artist Proposal. The school exhibitions mechanic will consult with the Museum Director and the Museum Conservator to seek approval for the material to be installed in the museum. Authorized staff will approve or deny requests; in some cases they may be able to suggest alternative materials to the exhibitor that are suitable for museum use.

b) **Artist Proposal.** The exhibitor will indicate that these materials are a proposed part of your artwork. Artworks will be removed from the exhibition if restricted materials are part of the installation and the artist did not provide notification in their proposal.

c) **Professional Fumigation of Hides, Bones, Salvaged Wood, and Fibers.** Artists granted permission to use restricted must have those materials professionally treated and provide certification to School Exhibitions. After treatment, materials must be kept wrapped and sealed in plastic to avoid re-infestation until they are integrated into the artwork or installation.

Exhibitor Planning: Gallery Installation Policies.

- 1) **No Adhesives, Paint, and etc. on Exhibition Walls.** Exhibition walls and spaces will not be altered with paint, ink, drawing materials, pigment, charcoal, tape, adhesives, or other permanent or semi-permanent marking materials. Use small, insignificant, erasable guide marks made with a #2 pencil to determine placement of artwork.
- 2) **Protect Floors.** Protect wood, stone, carpeted, and painted floors with plywood, Masonite and/or pads when moving and installing heavy objects
- 3) **Prohibited materials** in museum galleries include varnish, paint, charcoal, dry pigments, and other friable materials.
- 4) **Prohibited Power Tools.** Power saw and power sander use is prohibited.
- 5) **Wet Artwork Prohibited.** Wet artwork is not permitted in the galleries (for both gallery

maintenance concerns and as a courtesy to your fellow exhibitors).

6) **Artwork May Not be Suspended from Ceiling.** Artwork is not to be suspended from ceilings due to both structural and visitor safety concerns.

7) **Do Not Block or Hang Artwork from Safety Devices or Lighting Tracks.** Objects or materials may not be hung from the safety devices, fire suppression system components, or lighting tracks. Fire extinguishers and fire strobe box covers may not be covered or sealed by artwork.

8) **Prevent Dispersion of Loose Material.** Contain dry, powdered, or loose material with a barrier or container to prevent dispersion of material throughout gallery and to prevent damage to floors.

9) **Damage to Galleries.** If unreasonable damage caused by installation of artwork by an exhibiting artist occurs to museum galleries, then the artist that caused the damage is financially responsible for restoration, to be determined by the Museum Chief Preparator and the School Exhibitions Coordinator.

10) **Emergency Egress.** Artists may not place artwork and pedestals on the floor within their assigned space in a location that interferes with emergency egress.

11) **Electrical Timers.** The exhibitor is responsible for proper installation of electrical and electronic equipment; a **timer**, set from 9 AM to 9 PM, **is mandatory** on all electrical and electronic equipment to comply with fire safety regulations and to moderate power consumption.

12) **Availability of Electrical Outlets.** There are a limited number of standard electrical outlets in exhibition spaces; equipment that requires an excessive electrical load is prohibited. Exhibitors must indicate requirements for electric power on the artist proposal and every attempt will be made to ensure access to an outlet.

13) **Extension Cords and Surge Protectors.** Use of multiple extension cords in a series is strictly prohibited by code. Surge protectors must be plugged directly into an electrical outlet (not into an extension cord, then into an outlet). Only one surge protector may be plugged into an electrical outlet to remain within capacity limits of electric load for each circuit.

14) **Lighting.** The existing installed gallery track light system is the only source of light authorized for artwork and the exhibition area due to safety and maintenance provisions. There are a limited number of lighting fixtures available. Standard lights controlled by a timer that are incorporated in an art object are permitted.

15) **Modular Construction.** The fabrication of structures in the galleries is not permitted due to time constraints, space constraints, the creation of dust and debris, and the potential for interfering with other exhibitors' installation process. Structures will be fabricated off-site, moved to the exhibitor's space, and installed.

For questions, please contact Brian Boutwell bboutwell@pafa.edu