

Dear Graduate students,

The SAIC Department of Exhibitions is excited to welcome you to our new galleries and a new semester. Before you plan your first visit, please acquaint yourself with a few of our new policies.

This summer the department moved all operations to its new gallery and office facility located at 33 E. Washington Street. The newly named SAIC Galleries have 26,000 square feet of beautiful, newly constructed exhibition space, including a street level gallery. As part of this move, and due to health and safety precautions as well as limited resources during the COVID-19 pandemic, gallery policies have been updated. This includes temporarily suspending the exhibition of certain materials, types of projects, and interactions in following the latest policies provided by the Centers for Disease Control, City of Chicago, and SAIC. Please familiarize yourself with these new exhibition parameters, which will be in effect for the academic year Fall 2020 - Summer 2021.

We understand you will have many practical questions. The Department of Exhibitions is continuing to work with SAIC administration and Campus Instructional Resources and Facilities Management (IRFM) on rolling out additional guidelines and policies as more information becomes available. The health and safety of the SAIC community and our public visitors remains our primary concern, and we sincerely appreciate your understanding and cooperation during this time.

On the latest campus wide updates, SAIC will continue to keep you updated via email and will post updates on saic.edu/alerts.

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PRODUCTION METHOD SUMMARY

The 2021 Graduate Thesis Exhibition will be one of three options (including the FVNMAS screening festival and the IMPACT performance festival) for MFA and Fashion students, and will also include graduating MDes and MArch students. [Please check your eligibility here before making registration.](#)

You will register in the fall through an online form, which will survey in broad strokes the spatial needs of each student participating in the exhibition (darkness, ability to suspend objects, sound insulation, etc). Look for that registration form in early November. In December you will be assigned a randomly generated lottery number. You will then choose your exhibition space allotment, or parcel, via the virtual space-claim session in the order of your lottery number. All parcels will be designated on a map of the gallery, clearly specifying the spatial characteristics (darkness, ability to suspend objects, sound installation, etc) of each parcel. Though you can make your parcel choice based purely on the provided gallery map, it is recommended that you get to know the space, by scheduling a time to walk through the galleries during the Fall Undergraduate Exhibition ([make an appointment here](#)).

Once all of the parcels have been allotted, you will be provided with a confirmation of your parcel choice.

In February, you and your fellow students will need to submit a proposal for what you plan to present in your designated parcel. These proposals will be vetted by the operations staff who will conduct follow-up studio visits as needed. Please consider carefully all the aspects of your project to make sure that the materials and methods involved follow the guidelines and restrictions of the SAIC Department of Exhibitions as described in this document.

PROJECT PLANNING

When drawing up your proposal, we recommend that you carefully consider the entire scope of your installation, and include key points in your proposal such as:

- The amount of labor required to execute it
- The physical size of your project
- The spatial qualities of your chosen plot as they integrate with those of your project
- Choices of materials and the tools and technical means to install them
- Media and electrical needs
- Other special needs

Likewise, when planning for your installation on-site, please allow time for all phases of your installation. This should include time for delivery, assemblage, hanging, mounting of elements, adjustments, and troubleshooting.

Uses of materials and the space that violate the Health and Safety Restrictions will not be accommodated.

IMPORTANT DATES

- Registration for Thesis Show Options/Survey – **November 10- 29**
- Remote Space Claim by lottery – **Saturday, December 12 (1 PM CST)**
- Spring 2021 semester begins – **January 28**
- Information Sessions/Workshops – **Month of February**
- Proposals Due – **February 19**
- Media Center requests due – **March (deadline TBD)**
- Installation period – **April 10-24**
- Exhibition on View – **May 3 – May 19**
- Spring Semester ends – **May 16**
- De-install Appointments – **May 20 – 28**

EXHIBITION SAFETY AND CAPACITY RESTRICTIONS

Health and Safety Restrictions in Response to Covid-19

Due to the COVID-19 pandemic, there will be certain restrictions on the types of **artworks/designs** and exhibition display equipment used in the gallery. These limitations are in place in order to ensure the safety of our community during installation periods and while exhibitions are on view. The following will **not be allowed** in the gallery until further notice:

- Shared interfaces for visitors such as headphones, VR headsets, touchscreens, remotes, etc.
- Interactive works that require gallery visitors to make physical contact with the work (including books, touchable sculpture, wearables, furniture, etc.) Display of such items **without interaction** is allowed.
- Work that involves gatherings, audiences, or performative interactions that break recommendations for social distancing or exceeds maximum capacity of the space.
- Serving of food or beverages.

- Work that requires a gallery visitor to remove their face mask.

Behaviors and Expectations in the Gallery

Help care for our community and gallery by following these health and safety precautions:

SAIC is complying with Chicago Department of Public Health, State, and Federal health and social distancing guidelines. It is our responsibility to ensure the health, safety, and security of the SAIC Community by keeping contact to a minimum and reducing the number of people who need to come to campus. Your visit to the gallery must adhere to the following:

- **FACE COVERINGS.** Due to Covid-19, SAIC requires cloth or disposable face coverings that cover nose and mouth to be worn at all times inside the gallery.
 - Please reach out to the Department of Exhibition staff in advance of installation or gallery visit, if you are unable to wear a mask due to health related exemptions.
- **PROPERLY DISPOSE** of Personal Protective Equipment (PPE). We request that you dispose of gloves, disposable face coverings, or any PPE worn. Trash receptacles will be provided throughout the gallery.
- **MAINTAIN A SAFE DISTANCE.** As a COVID-19 prevention measure, please keep 6 feet of distance from other installing artists, visitors, and staff as you enter, exit, install, and travel through the galleries.
- **HAND SANITIZING.** Please wash your hands often, following public health best practices. Additionally, hand sanitizer dispensers will be provided throughout the building. All restrooms are on Lower Level 2 of the galleries.

Coats, Bags, and Belongings

We encourage you to leave bulky items at home or in your studio. Small bags, purses, backpacks, and other items may be carried at your side safely and carefully. On rainy days, please close and tie wet umbrellas before entering the galleries to keep the floors dry and safe for all. (Lockers and coat racks are closed to the public until further notice.)

PROHIBITED MATERIALS

The following installation materials are prohibited for use in the gallery:

- Spray paint, spray adhesives, hair spray, or any other aerosol sprays
- Mineral spirits, turpentine, acetones or alcohol-based materials
- Adhesives on walls, floors, or gallery furniture. (All glues such as: resin, epoxy, Mod podge, wheatpaste, silicone, double sided tape, putty, etc.)
- Active casting or mixing in the galleries of resins, Bondo, urethanes, quick-set plastics
- Active use of oil-based paints or impasto paints
- Loose sand, dust, debris, glitter, micro-plastics or other such particulate material
- Particulate materials that are corrosive or harmful to breathe
- Weapons of any kind, including ammunition and gunpowder
- Microorganisms, decaying organic matter, rot
- Bodily fluids
- Fog machines
- Open flame/lit incense or candles
- Excessive volume levels and frequency

Gallery Authorization Needed Prior to Install

Projects that include the following components will need to get authorization from the Department of Exhibitions prior to installation:

- Dirt, plants, or debris **(Must be store-bought and pest free)**
- Painting of walls and/or furniture
- Adhesive vinyl
- Upholstered furniture **(Must be pest free and inspected by Exhibitions Staff)**
- Vessels or apparatuses containing water/ liquid
- Microorganisms
- Decaying organic matter/ rot
- Scented oils, candles, soaps, perfume, or anything odorous
- Providing additional lighting
- High sound volume levels and frequency
- Taxidermy
- Display of sharp or hazardous objects
- Weapon-like objects or replicas of weapons
- Exceeding assigned space boundaries
- Work that needs daily maintenance

Suspended Works/Rigging

For any installation that will require suspending a work or that will need rigging from a wall or ceiling, please include details about this aspect of your project in your proposal. Include the height of rigging points along with weight of pieces to be suspended. Please note that it is not permitted to hang or attach artworks or other items to the lighting truss, sprinkler system, or other building infrastructure.

ART SCHOOL CONSIDERATIONS

Please make sure to check the Art School Considerations (ASC) checklist at the planning stage of your project. If your artwork involves any of the items on the checklist, please inform an Exhibitions Department staff member who can advise on best practices and bring the project before the ASC committee as needed.

Please use this link to review the [Art School Considerations Checklist](#)

ARTWORK/DESIGNS DROP OFF PROCEDURE

If you need to drop-off any materials in advance of your installation days, please note that **artworks/designs** and materials drop-off will be by appointment only. You will receive that schedule in the spring. Please plan ahead for this and know that all load-in of materials will need to happen at the street entrance of the galleries at 33 E. Washington (there is no loading dock). Please plan to arrive on time at the beginning of your appointment. You will have 30 minutes dedicated time with gallery staff to load in your work, and an additional 10 minutes to complete the drop off process and paperwork. (See the section “Drop Off Checklist” below for a full list of those things.)

Preparations Before Coming to the Gallery

As SAIC seeks to mitigate the risk of spreading the virus that causes COVID-19, it is critical that all SAIC Galleries exhibiting artists and their guests uphold the shared responsibilities to protect their health and the health of others both on and off campus. Your visit to the gallery must adhere to the following:

- **SELF-SCREENING.** Before you come to drop off your work, please review the following [Coming to Campus Guidelines](#) to learn about self-screening. If you are experiencing any symptoms outlined in the daily symptom check please notify the Department of Exhibitions at splxco@saic.edu.
- **GUEST/PROXY POLICY.** If a guest will be assisting you for drop off, or if a proxy is dropping off your **artworks/designs** on your behalf, you must include their information when you schedule your appointment. Unregistered guests/proxies will not be allowed into the building.

Delivery Logistics for the New SAIC Gallery

Address: SAIC Galleries, 33 E. Washington St., Chicago IL

You are responsible to get your **artworks/designs** to the front entrance of the new SAIC facility located on Washington Street between Wabash Avenue and State Street. **SAIC Galleries staff will only be available to assist you within the actual galleries and not at the point of delivery. You are responsible for transporting your work into the galleries.**

If you need to borrow a gallery cart to transport your work from a parked vehicle, please request this when you schedule your appointment and plan to arrive 15 minutes prior to your appointment to check out the cart. If you need to borrow a cart to transport your work from another SAIC campus location, the wood and fabrication shops will have carts that you can check out.

There is no loading dock or guaranteed parking spot for load in. If you are arriving by private vehicle, it is highly recommended that you have another person with you who can either stay with the vehicle or help you get the work from a parking spot to the front door. If you find a spot on Washington Street to pull over, please be aware that there is a bike lane that cannot be blocked, and be careful of bicyclists who may not slow down as they approach. **Vehicles cannot be left unattended on Washington Street.**

Please note the SAIC building at 33 E. Washington Street is a shared facility that includes the galleries, SAIC staff offices, and graduate studios. Upon entry you must show your SAIC student ID, and we ask that you are aware of the other traffic coming in and out of the building. **There is no dedicated alternative entrance for **artworks/designs** load-in.**

Elevator Dimensions for artwork delivery:

Elevator Door: 108" x 54"

Elevator Interior: Height 108, Width 62", Length: 114"

Drop off Checklist

- Arrival and Check In
- Load-in of your **artworks/designs** into the gallery
- Sign exhibition loan agreement
- Confirm installation appointment, if applicable

LIMITED INSTALLATION TIME AND SUPPORT

In order to allow for social distancing, each participating student will have scheduled appointments during the designated installation period. Upon request, students can bring an assistant on site to help with their installations (**artists/designers** can bring one additional person to help for large work, tasks that take multiple hands, etc.)

In an effort to maintain social distancing during installation periods, the time allotted to individual **artists/designers** and staff support for installing artworks will be limited. **We anticipate that most students will be allotted 1-2 days to install their work in the gallery.** Thus, it is recommended that all **artworks/designs** are ready to hang or assemble prior to the installation period. Additionally, we encourage exhibiting **artists/designers** to carefully consider the scope of the installation labor needed to present their **artworks/designs**. Within the limited time frame and limited availability of staff resources, it will not be feasible to exhibit projects that require intensive on-site installations such as 3-channel projections or projection mapping, works with large numbers of suspended or wall-hung elements, elaborate media/equipment based installations, or site specific/immersive works that have to be made or programmed on site.

Exhibitions department staff will be present during scheduled self-installation periods in order to:

- Provide basic tools and common installation hardware, plus sanitation products.
- Provide materials and tools for cord management, touch up painting, and other post-installation gallery clean up.
- Consultation and limited assistance in the installation of media equipment.
- Upon request, assist with on-site installations as available (an exhibiting **artist/designer** can bring 1 guest to help for large work, tasks that take multiple hands, etc.)
- Upon advanced request, and as available, the staff will install gallery infrastructure such as unistrut for suspending your **artworks/designs** from the ceiling.

We encourage all exhibiting **artists/designers** to contact us with specific questions or concerns about their installations. We can be reached at grad-exhibition@artic.edu