UNDERGRADUATE EXHIBITIONS FREQUENTLY ASKED QUESTIONS

Please note: the Exhibitions Staff reserves the right to remove your work without consulting you if we feel it is posing a health hazard or violating safety and/or fire codes.

What are my responsibilities? Exhibitors are responsible for preparation, installation, de-installation, and restoration of the gallery, receptions, along with exhibition publicity. The college will not reimburse you for money spent on any aspect of your exhibition. You are also responsible for the safe and secure installation of your work. CCA does not insure student work. Your exhibition must have signage that includes all exhibitors’ names.

For your reception you are responsible to provide any food, drinks, serving utensils and paper products; you must also set up before and clean up after the reception.

What should I bring to set up my exhibition? The galleries have basic tools that are shared among numerous exhibitors and gallery spaces. Plan to bring a set of tools and any special tools or hardware required for installing your work. I encourage you to take a look at the available tools and equipment in advance of your exhibition installation. Please come prepared to avoid waiting for shared tools or spending your installation time taking trips to the hardware store.

How much is the exhibition deposit? All exhibitions require the payment of a $60.00 deposit before installation may begin. This will be refunded if all the exhibitor’s responsibilities are met and the space is left in excellent condition for the next exhibitor. For space altering exhibitions, the deposit is $130.00 (refundable) and $30.00 (non-refundable. Please see the Permission to Alter the Space form for details.

Can I have my reception on a different day or time from the pre-designated reception days? No. The reception days are decided at the beginning of the semester with many factors being taken into consideration. These factors include class times, the use of Nahl Hall (effects IPW), the schedules of student workers, and the work schedule of the Coordinator of Undergraduate Exhibitions. It is your responsibility to confirm all information with the Coordinator of Undergraduate Exhibitions before making your arrangements and printing your cards. During Fall Semester 2006, Oakland campus receptions are held on Wednesday from 5:30 pm – 7:30 pm and in San Francisco receptions are held on Tuesdays from 5:30 pm – 7:30 pm. You may set up for your reception starting at 5 pm. Receptions end promptly at 7:30 pm, please be respectful of the reception schedule.

Can I serve alcohol at my reception? Regardless of the exhibitor’s age, alcohol is not permitted at any undergraduate receptions on either campus. There are no exceptions. Receptions will be monitored, and anyone violating this policy will be subject to disciplinary action.

May I play amplified music or invite a musician to provide music at my reception? No, the reception venues are close to libraries, classrooms and studios; classes are in session during reception hours. Please respect the artists at work by keeping the noise level down.

I have an exhibition in the North/South Galleries or Irwin Student Center Gallery. My class meets at night and I need to have a critique. Is there a way to get in the gallery? Fill out the After Hours Access form and return it to Susan Sobeloff in the North Gallery Office or Student Life
office in Oakland. Submit the request at least three days before your critique. Your request will be forwarded to the Public Safety Office. Without this, access to the space will not be granted.

**Can I paint on the walls, hang things from the ceiling, or alter the gallery space in some way for my exhibition?** If you would like to alter the gallery in any way (including very minor alterations), you must submit a proposal to alter the space at least 2 weeks before the exhibition and submit a larger deposit and a non-refundable fee. Your “Request to Alter the Space” form must be approved by: the Coordinator of Undergraduate Exhibitions, Director of Operations, and the Dean of Students. Because you must have approval before you begin installation, complete this application as far in advance as possible. This application can be obtained from the North Gallery Office or on the CCA website.

**I need a large number of pedestals for my exhibition. Do you have any more?** We have a limited number of pedestals for the galleries. Some of them are not in good shape. It is possible that we will not have the number or sizes of pedestals that your work requires. If two exhibitions need pedestals, it is up to the students involved to divide them up as fairly as they can. The same rules apply to plastic vitrines. Students are welcome to look at the pedestals and vitrines at any time before their exhibition to see what is and is not available. Please be respectful of other students when borrowing these materials.

Pedestals and vitrines are for exhibitions in the undergraduate galleries ONLY. They are not to be taken off campus for any reason, and they cannot be borrowed for critiques.

**When are the exhibition installation and de-installation times in Oakland?** For the Oakland Galleries, you will install your work beginning at 3 pm and ending by 7pm. Please arrive on-time for your scheduled installation. You will de-install your work the following Sunday from 11 am – 3 pm; you must be at the gallery at 11 am, if you are late you could lose your deposit! If you do not have the gallery ready for the next exhibitor’s installation you will lose your deposit and your student account may be fined for the labor and materials that go into restoring the gallery.

**When are the exhibition installation and de-installation times in San Francisco?** For the San Francisco Galleries installation occurs from 1 pm – 3 pm on Sundays and de-installation occurs from 11 am – 1 pm the following Sunday. Please be punctual, if you are late to install your exhibition slot may be given to another artist. If you do not have the gallery ready for the next exhibitors installation you will lose your deposit and your student account may be fined for the labor and materials that go into restoring the gallery.

**Can I install or de-install my exhibition at a different time?** No. Your de-installation must be completed on schedule so that the next exhibition can install. Your installation and de-installation times are staffed by exhibition staff; we are unable to offer staff support at additional or alternative times. Additionally, the undergraduate exhibitions program has increased the number of exhibitions this year. We are therefore unable to accommodate any requests for alternative installation and de-installation times. Please plan your work and social commitments around your exhibition.

**Please note you will lose your deposit if** for lack of time or carelessness, you do not bring the gallery to its original condition. You will lose your full deposit and your student account will be billed for the labor and materials that went into restoring the space, if tools are missing or if the space is damaged. This means that you must spackle over any holes you made (including push pin holes), sand over the spackle, and paint over any marks. Please realize that installation and painting
walls will always take longer than you expect. Plan ahead! If you alter the space or paint the walls, you may be required to begin de-installation on Saturday at a time designated by the Exhibition Coordinator.

When should I document my exhibition? Document your exhibition as soon as it is installed so you can immediately get the film developed. This gives you time to try again if there is a problem. Do not plan to photograph your work the morning of de-installation day. You will not be given extra time on Sunday to photograph your show.

I am unhappy with my exhibition date and/or my gallery assignment. Can I switch spaces with someone? Student Affairs staff will not facilitate any space trading, and it is up to the student to pursue it if desired. Trading spaces is allowed as long as all parties involved agree to it. Be sure to inform the Coordinator of Undergraduate Exhibitions if there is any trading of spaces. New forms will need to be completed as confirmation from both parties. Please inform the Exhibition Coordinator immediately if you do not plan to use your exhibition space; you may not give your assigned space to a friend.

Special note for those exhibiting at North/South Galleries: These galleries are in public view and people of all ages from the community stop in. If you have work up that may be deemed inappropriate for children and/or if your work has sexual or violent content, please put up a sign warning people.

I still have questions about my exhibition. Whom can I talk to about this? You may speak to the exhibitions staff working at the North/South Galleries or you may contact Susan Sobeloff if you have further concerns. You can leave a note in her mailbox in the Student Affairs Office, stop by her office in the North Gallery, e-mail her at ssobeloff@cca.edu, or call her at 510-658-1224.