

## Applying

It is the exhibitor's responsibility to submit a proposal to the Gallery Coordinator outlining the general characteristics of their exhibition. Application/reservation for the exhibitions has to be made.

The proposal should include:

- Location of the exhibition.
- Specific type of art work to be displayed (*If there is an audio component, it **cannot** interfere with classes in nearby classrooms*).
- Drawings of construction, if the exhibition space is to be altered.
- Any anticipated alteration of the lights or other electrical apparatuses.
- Any paints and solvent that will be used in setting up the exhibition.
- If creating an installation, a list of the materials that the student intends to use.

Send your submissions to Outi Turpeinen, [outi.turpeinen@aalto.fi](mailto:outi.turpeinen@aalto.fi), 050 4314 194

An **A4 (portrait)** announcement/poster should be made and sent well before the exhibition.

It should include:

- An image/photo (jpg) preferably with a photo/image related to the exhibition.
- Exhibition title
- Exhibitors name
- Short exhibition description. Exhibitors are encouraged to write a statement about their works.
- Logo and/or name of the gallery (this will be sent to the exhibitor along with the reservation confirmation)

The A4 portrait poster will be placed at the main entrance of the Aalto Arts and will be sent forward to the Aralis Libraries communication services and to Aalto ARTS communications services.

Other announcements can be placed by the exhibitor but, do **not** place any exhibition announcements **in** the elevators, this is strictly forbidden!

### Exhibition Policies (ON THE WEBSITE)

- The exhibition policy, guidelines, floor plans and possible other information will be given when the reservation is confirmed. These documents have to be read by the exhibitor.
- The Aralis Gallery exhibits works from Aalto University students, teachers and alumni. Gallery Atski is mainly reserved for the School of Arts, Design and Architecture students, teachers and Alumni to exhibit their (final) works.  
If reservations are not made for the above, then there is a possibility to book the gallery for third parties.
- The reservations for the galleries have to be made in well in advance since the gallery spaces are possibly reserved a year in advance
- Personnel from the University have the right to reject the application and reserve the right to change, reschedule or cancel exhibits when necessary.
- In the exhibition period is included the exhibition suspending and dismantling.
- If assistance is required in building and dismantling, it is the exhibitor's responsibility to provide such assistance.
- Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
- The university and Library does not insure the exhibitions; this is a responsibility of the exhibitor. If needed this should be arranged by the exhibitor. The University and Library have no responsibility for the items in the exhibition.
- The exhibitor is responsible for all aspects of the exhibition, i.e. hanging, re-painting (if necessary), a thorough clean-up of the area, announcements, receptions, dismantling etc.
- Cancellation of the exhibition must be notified at least 3 weeks prior to the exhibiting time.

## Exhibition Guidelines:

- The exhibition space must be left in the same condition it was on the day of the set up.
  - No alterations to the gallery space will be allowed without prior approval.
  - Safety is an important consideration. Floor space must be kept clear and a free passage way must be assured.
  - Exhibitor must remove all the exhibited materials, labels, clean up any marks left on walls or floor and patch and repaint any holes created. If anything is unusual prior to suspending please notify Roel Meijs
  - It is absolutely forbidden to do any light or electric installations by the exhibition organizer (exhibitor). The exhibitor can direct the spot lights from the position they are in. For other issues contact Roel Meijs.
  - It should be mentioned on forehand if the exhibitor is using electrical equipment or apparatuses in the exhibition.
  - The exhibition costs are the responsibility of the exhibitor.
  - It is not allowed to hang works from the ceiling grid. Light weight works may be permitted but only with prior approval. Unapproved works will be taken away.
  - Wall labels must accompany each work. Typed information on the label must include at least:  
Artist Name  
Title, if available  
Medium
  - Do **not** place any exhibition announcements/posters **in** the elevators, this is strictly forbidden!
  - The exhibits should be dismantled on the last Friday of the exhibition period at the latest starting 4 PM, the new exhibition can be set up after 4 PM when possible.
- At **Gallery Atski** it is also possible to set up the exhibition on Saturdays from 9 AM to 2 PM.
- The Monday is mainly the day for the reception opening from 5 PM until 7 PM, unless agreed on another day. There is a 7 PM. curfew for all reception openings.
  - The exhibitor is responsible for cleaning up immediately after the reception concludes.
  - The exhibitor takes care of the possible press invitations and servings at the opening reception.
  - The exhibition spaces do not have designated supervisors.
  - The Aralis gallery is equipped with a camera surveillance that is monitored at Arabia's center info point.
  - The gallery Atski is equipped with a camera that is monitored at the University's information point (property management)