

**Gallery 360 Policy/Guidelines:  
Adopted: March 16, 2009**

The newly renovated Gallery 360, which occupies over 1000 SF of space within what was known as the Ell Concourse, shall serve as an educational forum for the Northeastern University community as well as our neighbors. It will be a showcase of outstanding work created by students, staff and faculty, as well as regional and national artists. Consideration will also be given to alumni and special guests to display their unique collections and works.

**How to apply:**

- ◆ Fill out the required application form.
- ◆ Send up to 10 examples of recent work, slides or digital /jpg files or send a link to your website. Label slides with name, title, medium, date, and text file identifying your images. For alternative media, send documentation via labeled CD, or video, with descriptions and diagrams as necessary. A self-addressed stamped envelope for return of slides. Slides, videos and CD's cannot be returned without an SASE.
- ◆ An artist's statement, and/or proposal for curatorial projects.
- ◆ Resume biography and/or philosophical statement of the artist.
- ◆ Contact Information including business/cell phone, web site, and e-mail address
- ◆ Please send Completed application to:

Gallery 360 Advisory Committee; C/O Bruce Ployer; Co-Chair  
Northeastern University  
716 Columbus Place, Suite 571  
Boston, MA 02115

E-mail: [b.ployer@neu.edu](mailto:b.ployer@neu.edu)

**In selecting exhibits, the Gallery 360 Advisory Committee will take into consideration:**

1. Quality of artwork
2. Overall community interest
3. Historical prominence or significance of artist or arts organization  
Relevance to University programs
4. Previous exhibits by the same artist, lender, or organization.
5. Dates of previous gallery exhibitions of similar items or topics
6. Special needs, costs, or requests associated with proposed exhibits

Assign exhibits/reservations subject to the availability of Gallery 360.

All reservations/applications will be reviewed and approved or denied by Gallery 360 Advisory Committee. The committee decisions are final.

Please see application form.

**Note:** All exhibits shall abide by the community standards of Northeastern University and all policies and regulation of Northeastern University. Gallery 360 Advisory Committee will commit to be thoughtful and sensitive in choosing works of art to be displayed in Gallery 360.

**Cancellation of Exhibits:**

Gallery 360 Advisory Committee reserves the right to cancel any exhibit should unforeseen conditions or situations arise.

**Exhibition Presentation, Installation, Dismantling, and General Conditions:**

Artwork must be suitably framed or prepared and ready for hanging. Unframed artwork will not be exhibited without specific permission from the Gallery Advisory Committee. The artist/sponsor must provide all material for hanging including hooks, strings and tacks. The gallery inventory of pedestals, tables, hanging walls must remain in the gallery during any exhibit. The artist/sponsor shall not install or de-install any additional exhibit space without approvals. Any change of the exhibit space inventory must be approved prior to installation by your 360 Advisory Committee liaison.

Typically, exhibits will run three to four weeks. The Curry Student Center Operation shall supervise the set-up and removal of all exhibits. All works of art must remain on display until the closing of the exhibition. Any costs associated with special installation or display needs (such as special lighting) must be pre-approved by the 360 Advisory Committee and all related cost borne by the Artist/Sponsor. Artists/Sponsors are responsible to staff the gallery for approximately five hours per day/five day week; Monday - Friday

The Artists/Sponsors must remove artwork from the Gallery no later than two days after the end of the exhibit. Failure to remove an exhibit at the schedule closing will incur a de-installation/storage fee of \$100.00 per day for the first 10 days after which the artist/sponsor will forfeit ownership of the material and all related cost will be levied on the Artists/Sponsors.

### **Sales**

No sales of artist work or services may be conducted on Northeastern University property. Artist/Sponsor may have contact information at the gallery sign in register during the exhibit on paper no larger than 3"X5". No pricing shall be displayed on any exhibit. All pieces of art on display must remain in gallery for the duration of the exhibit.

### **Security/Liability**

Northeastern University cannot be responsible for reimbursement or replacement of lost, stolen, or damaged items and does not insure exhibits. The artist/sponsor may obtain a rider on his or her insurance policy for the duration of the exhibit and is encouraged to do so. Artists/Sponsor will be required to complete and sign a waiver/release of Gallery liability before any works of art are exhibited.

### **Hanging the Art Work:**

While Northeastern Facilities will be doing the physical hanging of the artwork, materials used to hang art work are the responsibility of the artist(s)/Sponsor (s). Display supplies are not provided by the gallery. Artists are strongly encouraged to be present when artwork is hung by NEU facilities to provide direction and any necessary instruction.

Northeastern University reserves the right to require alterations to displays to comply with safety standards and fire safety regulations. Consult with your 360 Advisory Committee Liaison to discuss special needs. In general, small nails/tacks may be used on some surfaces in the gallery. Single-sided or double sided tape, fixtures, or other adhesives may not be used on any surfaces in the gallery. Art works framed in glass (or otherwise heavily framed) must be safely hung; i.e. with wires sufficiently strong for what is being exhibited.

Artwork cannot be stored at the gallery pre or post show. Northeastern University is not responsible for any artwork that is left behind or unattended.

### **Application Procedures:**

1. Six weeks prior to the opening of an exhibit, the artist/sponsor must submit a statement about the objective of the exhibit, resume, and five (in Jpeg files) photographs for publicity purposes.
2. Four weeks prior to the opening, the artist/sponsor must submit a list of titles and dollar value of works to be displayed. Any claims for loss or damages will be limited to the dollar

value stated in the exhibition list. A title submitted with an excessive value may be excluded from the exhibit by the Gallery 360 Advisory Committee.

3. All works must arrive framed and ready for installation. Complete identification, name, title, address, and phone number should appear on the back of each work of art or an identification label should be attached.

4. Works on display are not covered under Northeastern University property insurance policy. The gallery is equipped with an intrusion alarm system monitored by NUPD which is applied when the gallery is closed.

5. 360 Advisory Committee will handle all external publicity for the exhibit, write press releases and post an announcement on 360 Gallery website. Any personal postcard or invitation on campus publicity is the responsibility of the individual Artist/Sponsor.

6. The artist is responsible for installation; however, the gallery will provide support as needed such as writing work orders for additional assistance from the campus Maintenance Department in set up or take down. The artist/sponsor must pay for all related supplies or fees.

7. All works of art should arrive no more than two days prior to the opening and be removed no more than two days after the closing

8. The gallery will assist the artist/sponsor with the physical support for a reception if the artist chooses to have one. I.e. tables, chairs etc.

**NOTE:** The serving of food and alcohol is not permitted in the area.

9. The Gallery reserves the right to remove any works of art prior to the opening which are deemed unsuitable for display or which do not comply with the policies/regulations or mission statement of the University.

10. All artwork must be hung by wire or wire hooks from the hanging rack. Artwork or signage may not be taped to any surfaces. If tape is needed for labels, it must be of the removable variety. The gallery must be left in the condition it was found in. It is the responsibility of the artist to repair any damage occurring during installation or takedown and shall reimburse the University for the cost of the damage.

**Facts and policies/guidelines in brief:**

- ◆ Exhibits run for up to one month. Artists/Sponsors are responsible to staff the gallery for approximately five hours per day/five day week; Monday - Friday
- ◆ Groups of two or more artists may use the entire space; we encourage collaboration.

- ◆ The total lineal wall space is approximately 140 ft.; average hanging rail height is 8ft.
- ◆ The floor space is approximately 1000 square feet.
- ◆ We have four sculpture pedestals, one 58" HD Digital Screen with PC/DVD/WEB interface.
- ◆ The AV systems consist of a address system with wireless microphone, CD/DVD player and a 50inch display/presentation screen.
- ◆ Artists are responsible for giving instructions in hanging and taking down their exhibits.
- ◆ There is no charge for the use of the space. No Sales on NU Campus.
- ◆ The Gallery 360 Advisory sends out press external information/publications
- ◆ The artist/sponsor must complete an application
- ◆ Artists may send out on campus announcements, personal invitations, and/or provide for an opening reception at their own expense.
- ◆ The university does not cover work on display. The university is not responsible for any losses not covered by insurance.

More information about the gallery, current exhibit, and schedule can be found at;  
<http://www.northeastern.edu/northeasterncreates/>

### **Addendum**

Gallery 360 is available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use. The Gallery endeavors to present a broad spectrum of opinion and viewpoints and does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays. The university does not accept responsibility for ensuring that all points of views are represented in any single display.

The university reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of Gallery 360 spaces. The university has the right to review the materials in advance. The university's decision on what will be displayed in its exhibit spaces shall be final.

Northeastern University does not discriminate on the basis of race, color, religion, religious creed, genetics, sex, sexual orientation, age, national origin, ancestry, and Veteran or disability status. The University will not ignore any form of discrimination or harassment, including sexual harassment, of any member of the Northeastern community. Nor will

Northeastern tolerate any form of retaliatory activity against any person who brings a complaint of discrimination or harassment, or who cooperates in a complaint