

Exhibitor Guidelines and Information

City Center Gallery

Alterations and Hanging

Standard hanging height for artwork is 54" on center for ADA accessibility purposes.

South entryway walls are backed with 1/2" plywood and sheathed with 3/4" drywall. North entryway walls are not backed with plywood and can support limited weight unless hardware is properly located or anchors are used.

No drilling into, structurally altering or painting the floor, ceiling, exposed concrete wall, columns, light tracks, or light fixtures.

No attaching to, suspending from, or altering the light track system or light fixtures.

No hanging artwork from the ceiling or any of its mechanical, electrical or heating system components.

Gallery walls can be altered (i.e. painted, cut, etc...) only with prior approval from the Deputy Director, City Center Gallery Director and/or Senior Preparator.

Use of spray paint, spray adhesives or other aerosols directly onto the walls is prohibited.

Work in the hallway must provide a clear entry and exit path and must not impede with any potential evacuation of the Space.

Access to the Space

City Center Gallery is available for installation and restoration during normal gallery hours unless prior arrangements are made with the Deputy Director and City Center Gallery Director.

A loading dock with lift gate that is shared with all Lazarus building tenants is available only with prior arrangement with Deputy Director and City Center Gallery Director.

Electricity

Electricity can be accessed anywhere in the gallery through wall outlets or a limited number of electrical boxes (installed by gallery staff only) which can be installed in the light track system.

Artwork involving electricity needs to be in compliance with the building, safety and fire codes. Gallery staff reserve the right to require electrical certification of artwork from a qualified electrician.

Pedestals

A limited number of pedestals are available for use as well as a limited number of pedestals with plexi-glass covers. Contact City Center Gallery Director to request a list of sizes and dimensions.

Floor

Artwork to be installed directly on the floor must be approved by the Deputy Director prior to installation. This will also require you to forego insurance.

Lighting

Light track system uses LED lamps with various brightnesses and beam spreads available for use. Lights will be installed and adjusted by gallery staff only.

Technology

Due to a limited supply of equipment and resources, City Center Gallery may require that exhibitors provide their own equipment and resources as needed.

City Center Gallery is not liable for damage or loss of exhibitor's personal, borrowed or rented equipment used within an exhibition at or associated to the Urban Arts Space Facility, City Center Gallery, or The Ohio State University.

Free wireless internet access is available for specific, on-site, works through OSU wireless; no hardlines are available in exhibition areas.

On/Off Directions & Interactive Works

Interactive work using technology or electronics requires step-by-step instructions for exhibition maintenance by gallery staff. If work cannot be easily maintained by the gallery staff exhibitor may be responsible for the maintenance during the exhibition.

All work must be able to be turned on and off from the floor without a ladder.

For interactive work, signage can be displayed with work so visitors can interact without gallery staff supervision.

In order to accommodate a multitude of perspectives, please consider placing interactive components of work between 36-48" from the floor and operable with a closed fist. If you have questions, contact the Deputy Director.

Signage

Signage is organized by the gallery staff and any special needs for signage must be organized with City Center Gallery Director prior to exhibition.

Standard font for labels and artist's statements is no smaller than 14pt Avenir.

Environmental Conditions

City Center Gallery and the OSU Urban Arts Space are located in the Lazarus Building, which is a LEED certified green building. Part of this certification is the heating and cooling system, which fluctuates during the day. When using paint for the gallery, be sure that it is labeled as low-VOC or no-VOC.

By design the space maintains a humidity of 40% - 45%, and is regulated by the Lazarus Building during open hours; Monday from 8:00am - 6:30pm, Tuesday – Friday from 6:00am - 8:00pm, and Saturday and Sunday from 4:00am – 10:00pm. Though the corridor is not regulated by the same system the humidity stays relatively close to this range. It is, however, harder to maintain because of the opening and closing of the doors.

Animals and Perishable Objects

The Lazarus building has a policy banning animals on the grounds with the exception of service animals.

Artwork may NOT include perishable elements such as food, produce, etc... without prior written approval from the Deputy Director and City Center Gallery Director, with the exception of live plants. Exhibitor will be responsible for maintaining these elements (i.e. watering plants) Artwork MUST be installed in a way that prevents the attraction of pests or odors.

Food & Alcohol

Alcohol is not permitted in City Center Gallery. Exhibitors and/or visitors may not bring alcohol into the City Center Gallery for consumption. Food intended for public consumption may only be provided by a catering service. Food not prepared in a facility that is not inspected by the Department of Health may not be brought into City Center Gallery for public consumption.

Open alcoholic beverages or the consumption of alcohol is prohibited within any art performance or art work.

Of Special Note

The City Center Gallery is unable to store packing materials during exhibitions. Please plan to take any packing materials upon completion of the install and bring them back for the strike of the exhibition.

Closed-toe, flat shoes with hard tops are required for those installing work in City Center Gallery.

The Space has a variety of ladders available for installations that can be used with prior approval from the gallery staff.

Urban Arts Space staff document the exhibition and individual artwork for Urban Arts Space's needs only. Available photos and videos can be shared with the artists upon request.

Urban Arts Space and City Center Gallery reserves the right to remove artwork from an exhibition at any time.

At any time, the Urban Arts Space and City Center Gallery reserves the right to cancel art performances that are perceived dangerous or may inflict harm to the individual(s), staff, and/or patron(s) of the exhibition.

Unless written instructions are provided to City Center Gallery Director two weeks prior to the strike all work will be removed from the exhibition space based on the timeline set for the strike and restoration.

Security and Insurance

Limitations apply to work displayed in the corridor immediately outside the OSU Urban Arts Space, known as City Center Gallery. This corridor is a communal space in the Lazarus building and is not part of the leased premises by The Ohio State University. As such, this space is accessible by the public during times when the OSU Urban Arts Space is not open and OSU Urban Arts Space Staff are not present to safeguard the work. The artist/lender is responsible for installing the work in such a way that they feel confident that it is secure in this corridor. See the Conditions Governing Loans section of the Loan Agreement for more detailed information.

Lazarus Building Security staff monitors the building during closed hours.