

SENIOR SHOW MUSEUM GUIDELINES 2020

ALL ARTWORK

- All work must be 100% finished.
- All work must be 100% dry.
- Turn in the completed *List Of Artworks* inventory sheet at the time of drop-off. Make sure your **name and the title of the work is clearly printed on the work itself.**
- **No late submissions will be accepted.** Arrangements may be made with the museum staff for early drop-offs.
- Determine sales prices and insurance values with your professor **prior to delivery** of artwork to the museum. Include the 10% museum commission into your prices. If the artwork is **Not For Sale**, you may indicate NFS on the inventory form.
- The museum will accept payments during the length of the exhibit. The museum will give you any payments when you pick up your artwork after Graduation **in exchange** for the 10% commission due.
- Each artist will be responsible for any delivery or shipment of artwork work purchased.
- Students cannot remove any artwork for any reason prior to the end of the exhibition at 1:00pm on the day of graduation.
- Work **MUST** be picked up immediately following Commencement on the Saturday of Graduation. **Any work that is NOT picked up by 5:00pm will be placed OUTSIDE** the museum doors, unless **PRIOR** arrangements have been made with the museum staff.
- The museum does not provide boxes and/or packing materials (bubblewrap/ cardboard/etc).

2-D ARTWORK

- **Mats must be white or off-white in color.** Black and/or colored mats are not allowed.
- Works must **ARRIVE** with appropriate hanging devices, bases, etc.
- Paintings must have screw-mounted D or triangular hangers attached to stretchers. (See illustration last page)
- You can purchase hardware at the hardware store; the museum does not supply hardware or tools for attaching it. **You will not have time on the day of delivery to attach hanging devices.**
- When installing hanging hardware to the back of your pieces, **MEASURE TWICE** to be sure that the location of hardware on **the left side is the same as the right side.** For Example: If you put the 1st hanger 3" down from the top and 1" from the side on the Left, put the 2nd hanger 3" down from the top and 1" from the side on the Right.
- Metal section frames **MUST NOT** have wire attached to the backs; wires and wire hardware will be removed and discarded.
- Work **WILL NOT** be fastened to museum walls with: *L hooks, thumb tacks, double stick tape, pins, nails, Velcro, swiss corner clips or unframed plexiglass.* If there is any question regarding how a work will be hung, *schedule an appointment with museum staff at least 3 weeks prior to drop-off for jurying.*

3-D ARTWORK

- The museum has a number of sculpture stands and covered cases available for display. If there is any question whether a work will fit, or if you plan to **hang** 3-D artwork from the ceiling or walls, or if your artwork is **OVER 50 lbs**, you must *schedule an*

appointment with museum staff at least 3 weeks prior to drop-off for jurying.

- The museum has a LIMITED number of jewelry, book and sculpture props available for display. If you want something different/special, it is **YOUR** responsibility to provide it.

VIDEO ARTWORK

- Video works MUST be a QuickTime FILE; you can burn it to a disk, put it on a thumb drive, or email it if it's not too large, but it MUST be in this format or it CANNOT be displayed.

Plan ahead. Trying to make up for lost time near the end causes serious problems for everyone. Remember, **an emergency on your part does not constitute an emergency on our part.**

