

09 GUIDELINES / WFU Student Art Exhibition

Submissions will be accepted in the Hanes Art Gallery, Scales Fine Art Center, March 30 – 31. (Monday & Tuesday) during regular gallery hours; **10 am - 5 pm**

All submissions must be made before 5pm, Tuesday, March 31

Work not in the gallery by 5pm March 31, or not in exhibitable condition will not be accepted.

- Up to 4 pieces** may be submitted by each student.

 - Students must submit their own work (faculty cannot make proxy submissions without prior authorization from the absent student).
 - Work must be submitted within the published time-frame. There will be no exceptions.
 - Multiple pieces submitted as one work (diptychs, triptychs, etc) must not collectively exceed 60" horizontal inches, due to space limitations. Works exceeding this limit can be entered as separate pieces.
- Each piece must have an Identification Label attached that contains:

artist name	e-mail address
phone number	price (if for sale) or indicate
title, date, media	NFS (not for sale)

Labels will be available at the gallery desk

Works with multiple parts will need a label for each part, as well as a diagram for positioning and installation.
- All **paintings** must be dry and ready to hang. Do not bring a work into the gallery that is not fully dry; contact the gallery staff if this is a problem.
- Works on paper** (incl. photography) must be securely mounted on a white, stiff surface such as foamcore or sintra, with true, clean edges. If tape is used for mounting it should not be visible. An even border around the piece no less than 1" and no more than 3" is required. If you need assistance, contact your instructor.
- Large sculpture or installations** may be left in the studio area for judging, but entry information, a description, and the location of the work must be provided during submission hours on the separate **offsite entry list** in the gallery. You must also attach a label to the work.

Inform your instructor and the gallery in advance if you plan to submit **installation work or other pieces that require special attention.**

Accepted large works must be brought into the gallery by the artist on April 2.
- Selected work must remain on exhibit for the duration of the show unless temporarily shown in a concurrent Honors show.

Work NOT selected for exhibition must be removed from the gallery by Friday, April 3 before 5 pm.
- At the close of the exhibition all artwork must be claimed** between 10 am and 5 pm May 18 - 23. Student work is to be collected by the students at the close of the exhibition (or prior to, with approval of the Director). Work remaining after the close of the exhibition is no longer the responsibility of the Gallery, and will either be returned to the studio of origin in accordance with specific faculty requests, or discarded.

Questions? Contact Paul Bright @5585 or Victor Faccinto @5795