

## USDAN GALLERY INSTALLATION GUIDELINES

### Senior Show

You are each responsible for hanging your own work for the show. There may be gallery crewmembers on hand to provide assistance, but they are not there to do the installation for you.

When hanging your work there are a few things to keep in mind:

1. Hang your work 60" on center, unless it is unusually large or you have a concept that benefits from alternate heights (see attached.)
2. When hanging your work, **DO NOT use anything that is glue based.** For example: double stick tape, Velcro etc.
2. If you would like to use Velcro, do not use the glue to adhere it to the wall, leave the release tape on the glue side and staple the Velcro to the wall instead.
3. Any damage you do to the walls beyond the normal hook/nail/staple will need to be repaired by you at the end of the show, or you will be charged.
4. Nothing can be drilled, painted or stuck to the floor.
5. No screwing/ nailing into the wooden beams in the ceiling.
6. All borrowed tools need to be returned immediately following installation.
7. There are no set pedestals available for the gallery. Plan ahead to make your own.
8. If you need to talk with someone about structural supports/integrity, talk with John Umphlett.
9. Please leave the tool room in the gallery free from rubbish and organized at all times.
10. You are responsible for de-installing your work in the afternoon following graduation. (A fee will be charged if this does not occur.)
11. Safety and collegiality are required for installation – be respectful of everyone and their work.
12. A map of the show and assigned spaces will be posted at **12:15 on Friday May 13<sup>th</sup>. You must come to this meeting or you may lose your spot.**

*If you are uncertain about anything in relation to your installation or have special needs, please talk to one of the faculty prior to moving forward.*

### TITLE INFORMATION

**DUE to Tim Clark <tclark@bennington.edu>: Monday, May 9, 5:00 p.m.**

### LABEL FORMATTING:

NAME  
TITLE, YEAR  
MEDIUM  
SIZE

If you have multiple works in the show, format as follows (left to right):

NAME  
  
TITLE (work 1), YEAR  
MEDIUM  
SIZE  
  
TITLE (work 2), YEAR  
MEDIUM  
SIZE