

UPDATED JAN. 2025

# BFA EXHIBITION GUIDEBOOK

[MARTINMUSEUM.ARTSANDSCIENCES.BAYLOR.EDU](http://MARTINMUSEUM.ARTSANDSCIENCES.BAYLOR.EDU)

MARTIN  
MUSEUM of ART

 Baylor University  
COLLEGE OF ARTS & SCIENCES  
Department of Art & Art History

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Graduating BFA students should use this guidebook as a resource for navigating deadlines, expectations, and document due dates needed to showcase their final exhibition of work in the Martin Museum of Art.

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### Legally Binding

A contract is a legally binding agreement consisting of promises to perform, and imposing duties on the parties to perform as promised. A party may be in breach of the contract if it fails to perform.

### Formal Agreement

The Exhibition Contract is a formal and legal agreement between you, Baylor University, and the Martin Museum of Art. By signing, you are agreeing to provide, perform, and otherwise meet the obligations of that contract.

### Know what you're agreeing to

It is always important to review and fully understand the requirements placed upon you in a contract, and know what you are agreeing to.

### The Obligations

If you cannot meet these obligations, you may not be able to participate in the *BFA Senior Exhibition*.

## THE EXHIBITION CONTRACT

A contract is intended to set forth an agreement or arrangement between the University and an outside party.

### QUESTIONS: CONTACT

Allison Chew, Director;  
Martin Museum of Art,  
[Allison\\_Chew@baylor.edu](mailto:Allison_Chew@baylor.edu)



# PART ONE (I)

---

The first part (I) of your contract will include **BASIC DETAILS** of the exhibition, including the party (YOU) included in the contract, exhibition title, dates, and other information.

## CONTRACT DATE

This is the date that your contract is created.

## EXHIBITION TITLE

*BFA Senior Exhibition*

## EXHIBITOR/ARTIST

That's You!

## EXHIBITION DATES

The dates that the public can view your exhibition.

STUDENT EXHIBITION CONTRACT	
CONTRACT DATE:	_____, 2022
<b>I. EXHIBIT INFORMATION</b>	
EXHIBITOR/ARTIST:	_____
EXHIBITION TITLE:	_____
EXHIBITION DATES:	_____
EXHIBITION DESCRIPTION:	_____

# PART TWO (II)

---

The second part (II) of your contract details all the **IMPORTANT DATES** you need to remember. This includes due dates for files and information, installation dates, and exhibition dates.

## IMPORTANT DATES

For specific dates related to your exhibition, please visit the BFA Information page at the Martin Museum of Art website.



# PART THREE (III)

The third part (III) of your contract will explain what the MUSEUM WILL DO for your exhibition. This section includes information about insurance coverage, supplies/materials, sales, security provided, etc.

## III. BAYLOR RESPONSIBILITIES

### A. SELECTION OF WORK

In accordance with its mission, Baylor University and the Martin Museum of Art reserve the right to determine whether artwork is appropriate for public display at Baylor.

### B. INSURANCE/SECURITY:

Baylor University will insure the items in the Exhibition at the agreed upon consignment value between the insured and the owner, while they are in the University's care, custody or control according to the terms and conditions of its Fine Arts Insurance policy. Any loss is covered on a replacement cost or functional "like, kind, and quality" replacement value.

If the items remain past the date required removal noted above, the University is not liable for any damage, loss or theft of the work.

The Martin Museum is rated moderate to high security and features a computerized alarm system with 24 hr security camera monitoring, LED track lighting (no natural light), and an attendant or gallery guard on duty during open hours.

### C. PUBLICITY/REPRODUCTION:

Baylor University reserves the right to photograph exhibited works individually and as installed and to reproduce such images for Baylor University publications for the purposes of publicity and education connected with any exhibition.

WHAT THE MUSEUM  
PROVIDES FOR YOU:

## INSURANCE COVERAGE

- The Museum provides insurance coverage for your artwork via a policy from Baylor University.
- Any loss is covered on a replacement cost or functional like, kind and quality replacement.
- Coverage is provided under this policy for property on consignment/loan at the consignment value agreed upon (the value you assign in your inventory that we accept) between the insured (That's Baylor and the Martin) and owner (that's you).
- Coverage is terminated outside the contractual dates of drop-off and pick-up of artwork per the contract. (If you leave your work past the pick-up date, it will not be covered by insurance if something happens to it.)

## ASSIGNING VALUE TO YOUR WORK

*There are an infinite number of ways to arrive at a dollar value for your artwork. Consider the following as you assign values for insurance or retail prices:*



**Cost of the materials used to make the work.**



**Charge a flat rate per square inch (i.e. \$10 per sq. inch at 200 sq. inches = \$2000)**



**Charge an hourly rate for time invested in creating work (i.e. \$30 hr/ for 10 hours = \$300)**

## SUPPLIES/MATERIALS

- The Museum will provide basic materials to install your exhibition. (Nails, hammers, screws, drills, tape measures, levels, and marking tape.)
- The Museum will fabricate and print labels for your artwork, your artist statement, as well as a name label to hang above your work.
- Special needs will be negotiated through the installation proposal. (*The Museum may be able to provide some specific materials, but you may be responsible for others*)

## SECURITY

- The Museum provides security for all exhibitions through:
  - 24-hour security camera monitoring.
  - Gallery attendants during public hours.
  - Motion sensor alarm system used when Museum is closed.

## ONLINE EXHIBITION

- The Museum will host a digital version of your exhibition in conjunction with the in-person exhibition.



Sample BFA webpage

## SALES

- The Museum allows work to be sold, but it must remain on display for the entirety of the exhibition.
- The Museum will not negotiate sale of work for exhibitor/artist. (Prospective buyers will be given your contact information to pursue sale of work).
- The Museum will not communicate value of work to prospective buyer nor take any portion of the sale.
- The Museum will not take any monies for the sale of work to be transferred to exhibitor/artist (that's you!).

## REPRODUCTION OF ARTWORK

- The Museum will use images of your work individually and as installed for the purposes of publicity and advertising.

## EXHIBITION LAYOUT

- The Museum Director determines the layout of the exhibition.
- Layout is determined based on number and scale of works submitted in inventories, and exhibition installation proposals.

# PART FOUR (IV)

The fourth part (IV) of your contract details everything that will be **YOUR RESPONSIBILITY**. This includes sharing of information, installation, and so on.

## WHAT YOU AGREE TO DO:

### WORK SELECTION

- This section outlines the system of minimum and maximum works you are required to submit for exhibition in order to graduate. This system is 7 works minimum, 10 works maximum. Graphic Designers will submit an additional portfolio.

#### IV. STUDENT RESPONSIBILITIES

##### A. WORK SELECTION

Work(s) displayed must be from the Student's major area of study and must have been created during the Student's junior and/or senior year(s). A maximum of seven to ten (7 to 10) works will be displayed, depending on space availability. Graphic Designers must submit a portfolio with 7 to 10 works represented.

### TRANSPORTATION SECTION: GETTING YOUR WORK TO US

- This section outlines how and when you will get your work to the Museum. With some exhibitions, this involves shipping work, but not in your case. Some contracts allow for stipends to cover shipping costs, but this does not apply to your exhibition, as you are creating the work down the hall!
- There will be a deadline for having all work in the exhibition space as well as removing it. (This is in connection to insurance coverage and making sure you have plenty of time to install your work before the exhibition opens to the public.)
- If work is left in the Museum outside these dates, it is not covered by the University, and the Museum is not liable for any damage, loss, or theft of the work.

#### B. SHIPPING:

Artwork must arrive at the Museum by: \_\_\_\_\_  
Artwork must be removed from the Museum by: \_\_\_\_\_

**SHIPPING ADDRESS:**  
Martin Museum of Art  
Baylor University  
60 Baylor Avenue  
Waco, TX 76706

**POSTAL ADDRESS**  
Martin Museum of Art  
Baylor University  
One Bear Place #97263  
Waco, TX 76798-7263

Work must be shipped in sturdy, reusable cartons prepared at the exhibitor's expense.  
Baylor will not pay for cartons or crate building.

- Do not use loose "peanuts" packing material. Bagged "peanuts" are acceptable.
- Arrangements for delivery and return shipping are to be made by the exhibitor.

*The exhibited property may not be removed from Baylor University by the Artist during the noted Exhibition Dates without the written consent of the Director of Martin Museum of Art.*

## EXHIBITOR/ARTIST CHECKLIST: FILES YOU AGREE TO SUBMIT

### C. EXHIBITOR/ARTIST CHECKLIST

THE FOLLOWING ITEMS ARE DUE ON OR BEFORE THIS DATE: November 4, 2021  
Please submit all items via the Martin Museum of Art website.

- High-resolution images of Exhibition pieces (for publicity and catalog).
- Brief Artist Statement (250-350 words) – Please consult with Student's professor for guidance.
- Artwork Inventory Statement – Please use the Inventory Template and provide a complete inventory of work including title, medium, dimensions, year, *insurance value*, and price if work is for sale, otherwise indicate NFS in Excel document (template will be provided) Title of completed Inventory should be last name\_first initial\_Preliminary (or Final) Inventory
- Pedestal Request
- Installation Proposal – requests for monitors, projectors, speakers, electric plugs, etc must be made by mid-term.

*This section details all files and information that will be your responsibility, along with a deadline.*

Required and optional files listed below.

**SCAN QR CODE ON PAGE 5 FOR IMPORTANT FILE DEADLINES FOR YOUR BFA EXHIBITION.**

- Inventory Spreadsheet
- Artist/Project Statement
- Installation Proposal \*as needed
- Digital Images
- Pedestal Requests \*as needed

## INSTALLATION PROCEDURES

- You will be required to install your own artwork, under the supervision of Museum staff.
- You may have help bringing your work into the Museum, but guests cannot stay in the space. (This is a security and insurance requirement)
- NO sandals. You need to wear tennis shoes, boots or closed toe shoes to protect your feet. A hammer to the toe is not pleasant. (Insurance requirement)
- DO NOT MARK ON THE WALLS WITH PENCIL OR PEN. (Marks are hard to erase, cover or paint over. Use marking tape to mark spots for nails and screws.)
- All artwork/pedestals/materials in the Museum need a minimum of 36" clearance on all sides for federal ADA compliance. If you can't manage that, place them close enough to the wall or grouped so visitors understand they are not to be walked behind or through.
- No food or food products in the Museum. Exceptions must be approved by the Director.

### D. INSTALLATION

Student will install the exhibition piece, under the supervision of Museum staff. All work must be installation ready, including display stands, easels, plexi, mounting brackets, wire, velcro, hangers, etc. Assistance from third parties may be used to bring the piece into the Museum, but third parties may not stay in Museum. Students must wear proper footwear, including tennis shoes or boots. Sandals are not allowed. No food products are allowed in Museum.

Student will not mark on the walls of the Museum. All artwork/pedestals/materials installed need a minimum of thirty-six (36) inch clearance on all sides for federal ADA compliance. If the artwork prevents such clearance, the piece must be placed against the wall such that visitors may not walk behind.

# DOCUSIGN

## Baylor University utilizes DocuSign for contract execution via e-signature.

Baylor will send the contract out for signature via DocuSign to the party entering into a contract with the University.

Upon signature by the second party, Baylor's signatory will sign the contract. A fully executed contract will be sent automatically to the second party signatory via DocuSign after all parties have signed the agreement.

### Baylor University—Use of DocuSign for Electronic Signature of Contracts

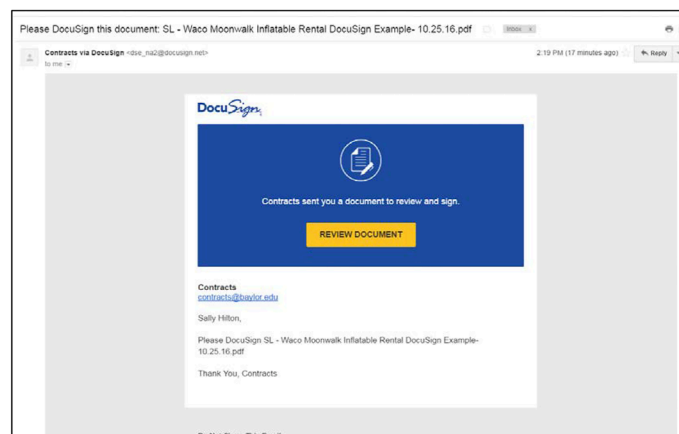
Baylor University utilizes DocuSign for contract execution via e-signature. Baylor will send the contract out for signature via DocuSign to the party entering into a contract with the University. Upon signature by the second party, Baylor's signatory will sign the contract. A fully executed contract will be sent automatically to the second party signatory via DocuSign after both parties have signed the agreement.

Below is a brief explanation of signing a contract through DocuSign.

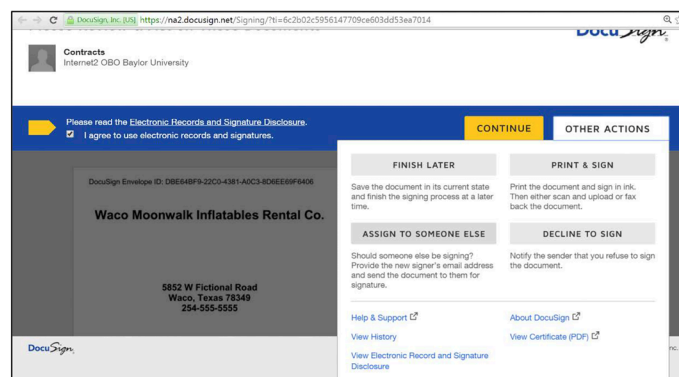
1. A signatory will receive an email from DocuSign requesting signature.



2. To review and sign the contract, click on the "Review Document" link in the message content.



3. If someone else from the organization needs to sign the contract, click on "Assign to Someone Else" under "Other Actions."



4. Check the box agreeing to use electronic records and signatures and click "Continue."

Please Review & Act on These Documents

DocuSign

Contracts  
Internet2 OBO Baylor University

Please read the Electronic Records and Signature Disclosure.  
☒ I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

DocuSign Envelope ID: DBE64BF9-22C0-4381-A0C3-8D6EE69F6406

Waco Moonwalk Inflatables Rental Co.

Rental Agreement  
Release of Liability/  
Hold Harmless  
Invoice

DocuSign English (US) Terms Of Use & Privacy Copyright © 2016 DocuSign Inc.

5. Review the contract and click on the "Initial" tabs to initial in any place requiring initials.

and control from the time of **Your Company Name's** delivery or the items, until **Your Company Name** picks up such items. Customer shall not cause nor permit these items, or any of them, to be sublet, rented, sold, or removed from the Delivery Address, or otherwise transfer such items. If rental items are not returned and/or levied upon for any reason whatsoever, **Your Company Name** may retake possession of said items without further notice or legal process and use whatever force is reasonably necessary to do so. Customer hereby agrees to indemnify, defend, and hold **Your Company Name** harmless from any and all claims and costs arising from such retaking and/or levy. If rental items are levied upon, or otherwise moved from Delivery Address, Customer shall notify **Your Company Name** immediately.

**10. Care of the Rental Equipment:** Customer shall be responsible for any and all damage to any of the Rental Equipment not caused by ordinary wear and tear. "Ordinary wear and tear" shall mean only the normal deterioration of the rental equipment caused by ordinary, reasonable and proper use of the rental equipment. Customer shall be liable to **Your Company Name** for any and all damage which is not "ordinary wear and tear" in an amount equal to the replacement value of the rental equipment on the invoice page of this Agreement. Damage which is not "ordinary wear and tear" includes, but is not limited to, cutting or tearing of vinyl or netting, damage due to overturning, overloading, exceeding rated capacities, breakage, improper use, abuse, lack of cleaning, contamination of or dirtying of rental equipment with non-approved items such as chemicals, non approved food, paint, silly string (see Paragraph 11), mud, clay, or other materials.

INITIAL

Initial Here

SL - Waco Moonwalk Inflatable Rental DocuSign Example- 10.25.16.pdf 3 of 4

**11. Problem Solving:** Should any equipment develop a problem, or does not function correctly at anytime, or Customer does not understand the operating instructions. Customer agrees to immediately cease use of that equipment. In particular, if the inflatable unit begins to deflate, customer will immediately have the riders exit the unit and then check for one of the following conditions: 1) The motor has stopped; in which case check the power cord connection at the outlet where the unit plugs into the house to make sure that it has not been unplugged; 2) If motor continues to run, check for blockage of the air intake screen on the side of the blower unit. Also, check both air tubes on the back of the unit for snugness and tighten the ties if necessary; 3) If either of these steps corrects the problem, fully reinflate the unit prior to permitting anyone to use the unit 4) If you

English (US) Terms Of Use & Privacy Copyright © 2016 DocuSign Inc.

6. Click on the "Sign" tab to sign the contract.

Please review the documents below.

OTHER ACTIONS ▾

an amusement device entails both known and unknown risks including, but not limited to, physical injury from falling, slipping, crashing or colliding, emotional injury, paralysis, distress, damage or death to any participant.

I, «customer», HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS AGREEMENT, INCLUDING THE ADDITIONAL TERMS AND CONDITIONS ON THE FOLLOWING PAGES, AND AGREE TO BE BOUND BY THEM. I FURTHER WARRANT AND REPRESENT THAT I AM THE CUSTOMER AND AM AUTHORIZED AND EMPOWERED TO ACCEPT DELIVERY OF THE EQUIPMENT AND TO SIGN THIS AGREEMENT.

«customer» SIGNATURE DATE

Sign 8/25/2016

Waco Moonwalk Inflatables Rental Co. DATE

DocuSign English (US) Terms Of Use & Privacy Copyright © 2016 DocuSign Inc.



7. Adopt a signature style or draw a signature, then click "Adopt and Sign."

The screenshot shows a web browser window with the DocuSign URL. A modal dialog titled "Adopt Your Signature" is open. It contains a confirmation message: "Confirm your name, initials, and signature." Below this are two input fields: "Full Name" with the value "Sally Hilton" and "Initials" with the value "SH". There are two buttons: "Select Style" (highlighted in yellow) and "Draw". Below these is a "PREVIEW" section showing a sample signature "Sally Hilton" and initials "SH" next to a DocuSign logo and ID "A3A17640466245F...". A "Change Style" link is to the right. At the bottom, there is a disclaimer: "By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial." and two buttons: "ADOPT AND SIGN" (highlighted in yellow) and "CANCEL".

8. Click "Finish" when contract review and execution is complete.

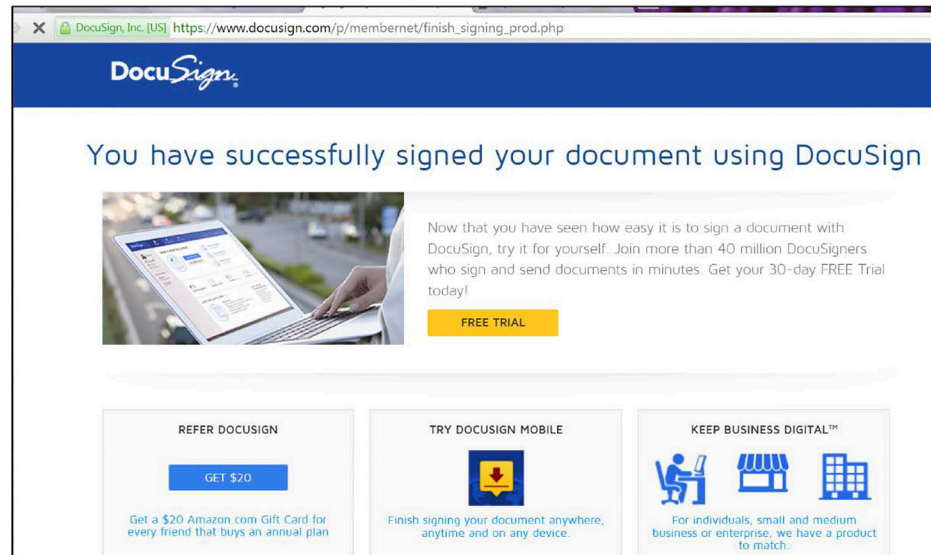
The screenshot shows a document review interface. At the top, there is a "Date" field and a signature box containing the initials "SH". Below this is a large gray area representing the document, with ".pdf" and "4 of 4" visible. At the bottom, there is a blue bar with a yellow "FINISH" button and a link "OTHER ACTIONS". Below the blue bar, there is a footer with "English (US)", "Terms Of Use & Privacy", and "Copyright © 2016 DocuSign Inc."

9. Click "Continue" when finished to exit the document.

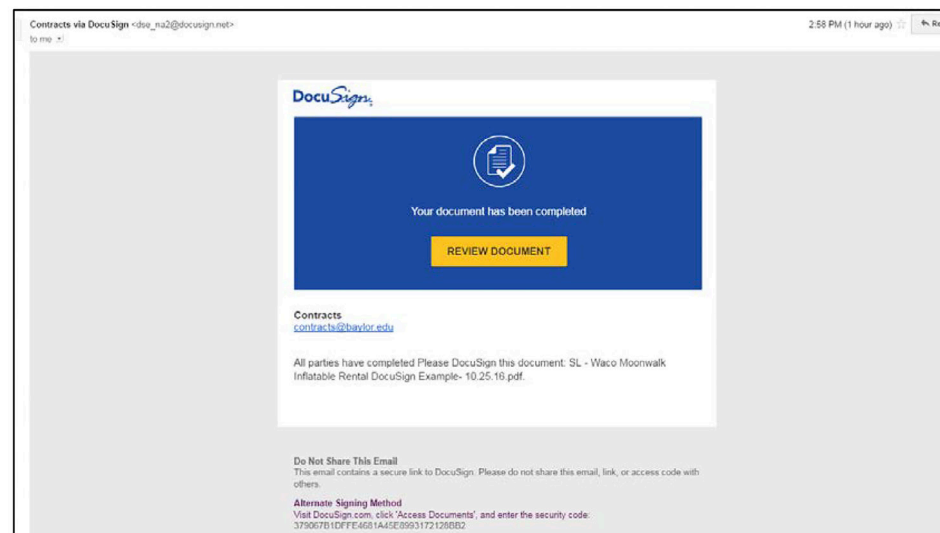
The screenshot shows a modal dialog titled "You're Done Signing". It contains the text: "You may download or print using the icons above." Below this is a yellow "CONTINUE" button. The background shows a document with various text fragments, including "to the", "on the", "ary; 3", "corre", "specific", "able", "s; B)", "e In c", "ledge", "ny N", "d for", "Have", "eck, back or other muscular-skeletal injuries or disabilities, pregnant women, sma", "ble to delay from falls, bumps or bouncing are not permitted in the unit at any time. (G)", "to run, unit f", "permit", "and v", "le mu", "ALL T", "dam", "shall", "NG -", "atable", "deflat".



10. After signing, this tab may be closed.



11. The contract will then automatically be sent to the Baylor signatory for signature. Upon signature by Baylor, the fully executed contract will be automatically sent to both parties via email. Click on the "Review Document" icon in the email to view the fully executed contract.



## SAMPLE DOCS

*These are Sample DocuSign pages.  
Signed via e-signature.*



MUSEUM

# DOCUMENTS

## PROMOTIONAL

# PRINTING GUIDELINES

ALL PROMOTIONAL MATERIALS  
RELATED TO THE BFA SENIOR  
EXHIBITION MUST FOLLOW  
INFORMATIONAL GUIDELINES.

These guidelines are to ensure that **ALL PRINT MATERIALS** convey a concise and consistent message to Museum constituents. Since materials you print represent the Museum as well as Baylor University, you **MUST** follow these guidelines.

## REQUIRED INFORMATION

*The Following information MUST appear on any promotional item related to the exhibition.*

**Museum Name:** Martin Museum of Art at Baylor University

**Exhibition Title:** BFA Senior Exhibition

**Physical Address:**

Martin Museum of Art at Baylor University  
Hooper-Schaefer Fine Arts Center  
60 Baylor Avenue  
Waco, TX 76706

**Exhibition Dates:** *Confirm these online*

**Museum Hours:**

Tuesday-Saturday 10AM – 5PM

Sunday 1PM – 5PM

(final guest admitted at 4:30PM)

Closed Mondays, Baylor home football games,  
Baylor holidays & between exhibitions

**Basic Museum Information:** Admission and events are free and open to the public.  
[www.martinmuseum.artsandsciences.baylor.edu](http://www.martinmuseum.artsandsciences.baylor.edu)

## Prohibited Practices:

- DO NOT USE ANY BAYLOR OR MARTIN MUSEUM LOGOS
- DO NOT USE OTHER STUDENT WORK WITHOUT PERMISSION
- DO NOT USE COPYRIGHTED MATERIAL OR IMAGES WITHOUT WRITTEN PERMISSION

## Approval Process:

- Promo materials must be approved by Museum Director & Professor of record before printing
- Upload proof through BFA portal on the Martin Museum website to begin approval process.
- Once approved, you may go to print. The Museum is happy to print certain materials for you as outlined in the next section.

## PROMOTIONAL

# PROMOTIONAL MATERIALS

### Printing Options

Students have (2) two options for generating posters for the *BFA Senior Exhibition*

- Create an individual poster showcasing their own work.
- Create a group poster to showcase the group as a whole.

**NOTE: IF A GROUP POSTER IS CREATED, ALL PROFESSORS OF RECORD MUST APPROVE THE DESIGN BEFORE BEING PRINTED.**

Students can design their own posters within set guidelines or utilize pre-designed templates available on the Martin Museum website.

Large Poster, Tabloid Poster and Small Flyer templates available on the Martin Museum website. Please get approval for ALL promotional designs, even if using the provided templates.

Printing Guidelines  
and Templates here:



### Installing Printed Materials

- Once approved, contact Lisa Fehsenfeld in the Visual Resources Center (HSFAC 157) for display in the building.
- Ms. Fehsenfeld will hang your poster on the grey bulletin board opposite the vending machines up to ten (10) days prior to the opening of the BFA Senior Exhibition.
- DO NOT post on any walls, wooden doors, or glass doors in the building.

## PROMOTIONAL

# PROMOTIONAL MATERIALS

The Martin Museum staff is happy to print sets of posters for all students wishing to make them, as well as group posters.

## What the Museum can print for you:

Students may choose ONE (1) 11" x 17" poster orientation and ONE (1) 5.5" x 8.5" flyer orientation for printing by the Martin Museum.

### GROUP POSTER



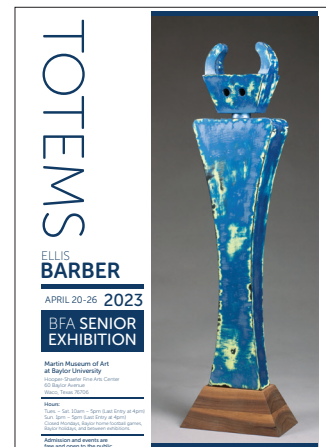
(STUDENT DESIGN)

The Martin Museum can print the following quantities for

#### Group Poster Submissions:

- (2) 24" x 36" Posters
- (4) 11" x 17" Tabloid Poster
- (10) 5.5" x 8.5" Flyer

### INDIVIDUAL POSTER & FLYERS

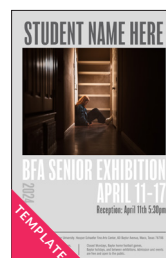


(STUDENT DESIGN)

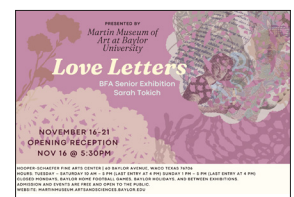
The Martin Museum can print the following quantities for Individual

#### Poster Submissions:

- (4) 11" x 17" Tabloid Poster
- (10) 5.5" x 8.5" Flyer



(STUDENT DESIGN)



(STUDENT DESIGN)



# BFA SENIOR EXHIBITION



**APRIL 20-26**  
**OPENING RECEPTION**  
**APRIL 20 @ 5:30PM**

PRESENTED BY THE MARTIN MUSEUM OF ART AT BAYLOR UNIVERSITY

ADMISSION AND EVENTS ARE FREE AND OPEN TO THE PUBLIC.  
[WWW.MARTINMUSEUM.ARTSANDSCIENCES.BAYLOR.EDU](http://WWW.MARTINMUSEUM.ARTSANDSCIENCES.BAYLOR.EDU)

OPEN TUES-SAT 10AM-5PM, SUN 1PM-5PM  
 LAST ENTRY AT 4PM  
 Closed Mondays, Baylor University holidays, Baylor home football games, and between exhibitions.

MARTIN MUSEUM OF ART AT BAYLOR UNIVERSITY  
 HOOPER-SCHAEFER FINE ARTS CENTER 60 BAYLOR AVENUE  
 WACO, TEXAS 76706

Artwork: Bedroom Star Systems by Zara Montoya

Martin Museum of Art at Baylor University,  
 Hooper-Schaefer Fine Arts Center,  
 60 Baylor Avenue, Waco, Texas 76706

HOURS: Tuesday-Friday 10am-5pm,  
 Saturday 10am-5pm, Sunday 1pm-5pm  
 (Last Entry at 4pm)  
 Closed Mondays, Baylor home football games,  
 Baylor holidays, and between exhibitions.  
 Admission and Events are Free and  
 Open to the Public.

BFA SENIOR EXHIBITION  
 APRIL 20-26  
 RECEPTION APRIL 20TH, 5:30PM



# TOTEMS



ELLIS BARBER

APRIL 20-26 2023

BFA SENIOR EXHIBITION

Martin Museum of Art at Baylor University  
 Hooper-Schaefer Fine Arts Center  
 60 Baylor Avenue  
 Waco, Texas 76706

Hours:  
 Tues. - Sat 10am - 5pm (Last Entry at 4pm)  
 Sun. 1pm - 5pm (Last Entry at 4pm)  
 Closed Mondays, Baylor home football games,  
 Baylor holidays, and between exhibitions.

Admission and events are  
 free and open to the public

# INVENTORY

Your inventory list is an **ITEMIZED DESCRIPTION OF YOUR ARTWORK** and materials that will be on exhibition in the *BFA Senior Exhibition* at the Martin Museum of Art. This list will be used in many ways to facilitate the exhibition.

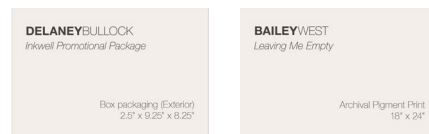
## Insurance Coverage:

- All inventories submitted will be used to compile a master list to provide coverage for your artwork. The master list will be confirmed by Baylor University's Risk Management Department, then sent to our Insurance Provider. The Insurance Provider will draft and implement a specific policy rider for this exhibition. This rider is the legal document that protects your work in the event of damage, loss, or theft while at the Museum. If you are not titling your work, please list descriptors in the title fields (i.e. Untitled 1, Untitled 2, etc./Untitled – Blue and grey field, etc.). Do not leave any fields blank. If it does not apply, enter "N/A."
- Graphic Designers should also list all equipment that will be used in installations. (i.e. monitors, laptops, etc.) These will need to be insured under the rider as well. Add them to the bottom of your inventory list, with a note that they are Equipment in the notes column.

## Identification Labels:

- The information provided in the Inventory is used to generate identification labels to hang beside your work. **All works must be labeled.** This is standard Museum practice, and also aids in the identification of work for insurance purposes. Your labels will be taken directly from your inventory, so please proof your document prior to submission. We will not have time to correct errors.
- **FILE FORMATTING:** Inventory lists should all be in Excel spreadsheet format. A template is provided for you on the Martin Museum website. Do not deviate from this template. The Insurance Provider requires this format. If you're working in Numbers, open the spreadsheet that you want to convert, then tap the More button. Tap Export. Choose a format for your spreadsheet. For example, to open your Numbers spreadsheet in Microsoft Excel, choose Excel.
- **FILE NAMING:** You must title your Excel file as:  
Last name\_first Initial\_Inventory\_semesteryearabbrviation.  
Example: Chew\_A\_Inventory\_FA23  
Do not deviate from this naming format. The Museum retains hundreds, if not thousands of similar files, so this format allows for easy search and location.

### - SAMPLE LABELS -



Final label size: 3.5" wide by 2.5" high

## Exhibition Layout:

The measurements listed for each work, along with an installation proposal (if submitted), are used to calculate linear and square feet needed for layout of the exhibition. These calculations are used to give each artist the most room possible in the Museum while considering the group as a whole.



Inventory Template 2023

Artist First Name	Artist Last Name	Title	Media	Dimension (Height)	Dimension (Width)	Dimension (Depth)	Creation Year	Insurance Value	Notes
Joe	Artist	Big Company Brand: Letterhead	stuff	11	8.5	0	2023	\$1.00	Part of Big Company Brand set; one label
Joe	Artist	Big Company Brand: Envelope	stuff	4	9	0	2023	\$1.00	Part of Big Company Brand set; one label
Joe	Artist	Big Company Brand: Business Card	stuff	1.5	3	0	2023	\$1.00	Part of Big Company Brand set; one label
Joe	Artist	Candle Company	stuff	4	4	4	2023	\$3.00	3 candles; all same size
First Name	Last Name	Untitled	media	X"	X"	X"		\$ xxx	
First Name	Last Name	Untitled	media	X"	X"	X"		\$ xxx	
First Name	Last Name	Untitled	media	X"	X"	X"		\$ xxx	
First Name	Last Name	Untitled	media	X"	X"	X"		\$ xxx	
First Name	Last Name	Untitled	media	X"	X"	X"		\$ xxx	
First Name	Last Name	Untitled	media	X"	X"	X"		\$ xxx	

## Submitting your spreadsheet: Helpful Information

- Put your name on every line.
- Dimensions are for the image size, not paper size in Printmaking.
- It is not necessary to list framed dimensions. If you wish to, include that information in the **NOTES** section.
- Make sure dimensions are in the correct location (i.e. height versus width).
- DO NOT CHANGE any information about your artwork once your inventory has been submitted.



*If you change the size of your work after you submit your inventory, it will affect the layout of the entire exhibition. The space you are given is determined by the dimensions you submit. You may not have adequate space if you produce work larger than your submitted inventory, or you may take away space from others if you claim dimensions that are larger than what you need.*

## Graphic Designers: Please use a specialized Inventory Template

The specialized template should be used to accommodate items of different sizes, grouped items of the same sizes, and individual items for display. This allows Museum staff to appropriately fabricate labels for these items.



Section One: Collections of Items	E.G. Stationary/Branding sets, etc. (GROUPED ITEMS WITH DIFFERENT SIZES)
Collection 1	Artist First Name: Allison, Artist Last Name: Chew, Collection Title: Personal Identity Brand, No. of Pieces: 3, Media: Graphic Design, Creation Year: 2023, Insurance Value: \$1.00
Piece Number	Piece Title
Piece 1	Letterhead
Piece 2	Envelope
Piece 3	Business Card
Piece 4	
Piece 5	
Collection 2	Artist First Name: Allison, Artist Last Name: Chew, Collection Title: Local Dog Toy Company Set, No. of Pieces: 3, Media: Graphic Design, Creation Year: 2023, Insurance Value: \$1.00
Piece Number	Piece Title
Piece 1	Squishy Ball Box
Piece 2	Tug O' War Rope Box
Piece 3	Yummy Bone Treat Box
Piece 4	
Piece 5	
Collection 3	Artist First Name: Allison, Artist Last Name: Chew, Collection Title: Local Dog Toy Company Set, No. of Pieces: 3, Media: Graphic Design, Creation Year: 2023, Insurance Value: \$1.00
Piece Number	Piece Title
Piece 1	Letterhead
Piece 2	Envelope
Piece 3	Business Card
Piece 4	
Piece 5	

# INSTALLATION PROPOSALS

The Installation Proposal serves as a specific request to hang work BEYOND THE "STANDARD" METHOD of hanging in the Museum. This form should be used for unusual requests that necessitate further review from Museum staff. (i.e. hanging materials from our ceiling support structure, large installation style hanging that may be affected by wall height, the need for electrical outlets, etc.)

## Standard Method:

Standard method is hanging work 60" on center. You do not need an installation proposal for this.

(See Page 38)



## The Proposal: Required Info

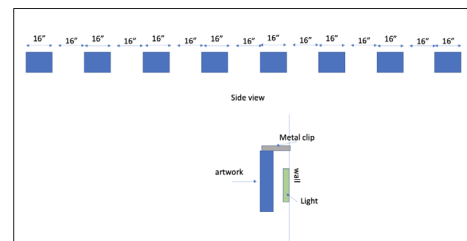
1. Overall idea for special installation. (300 words or less)
2. Physical footprint needed for installation (linear and/or square footage)
3. All Equipment needed:
  - a. What will student provide
  - b. What is requested of Museum
  - c. How will equipment be maintained
4. Possible safety hazards or ADA issues, and how they will be addressed.
5. Sketches to accompany document
6. Prior approval of Professor



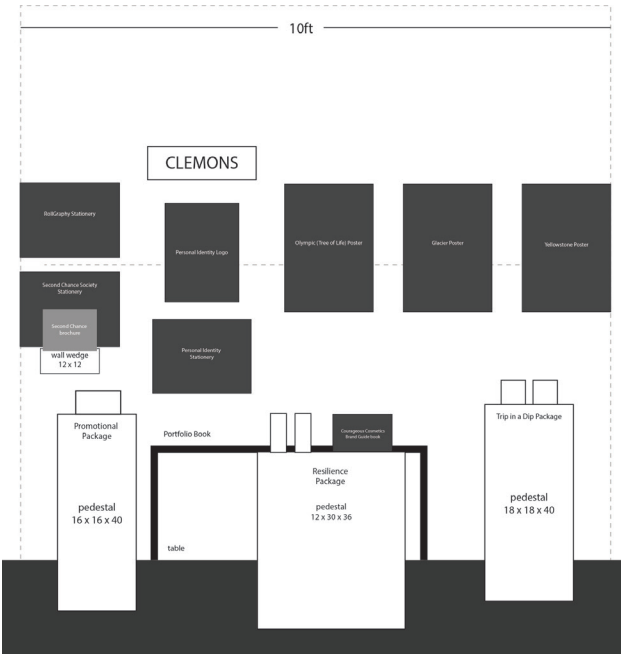
Anything that deviates from a standard method of 60" on center, you will need to submit an installation proposal. See sample proposals on the next page:

### Installation Proposal Jane Smith

1. **Overall idea for special installation. (300 words or less)**  
I would like to install 8 works of art with lighting behind each work. Each work will hang approximately 4 inches off the wall, and will use metal clips to install on wall. Each work should hang 16 inches apart, with no direct museum lighting. Each work is framed at 12" h x 16" w. Lights are battery operated, so no outlet needed. Lights must be turned on and off each day.
2. **Physical footprint needed for installation (linear and/or square footage)**  
Each work is 12" h x 16" w, with 16" between works, and 8 works, total linear feet requested is a minimum of 20 ft, plus room for artist statement.
3. **All Equipment needed**
  - a. **What will student provide**  
I will provide all equipment. Lights will be battery operated. I will also provide metal clips.
  - b. **What is requested of Museum**  
No requests
  - c. **How will equipment be maintained**  
I will provide batteries for lights, and will provide extra in case needed. I will also train staff on operation of lights.
4. **Possible safety hazards or ADA issues, and how they will be addressed.**  
No safety issues. Lights are secure and LED. NO ADA issues.
5. **Sketches to accompany document**



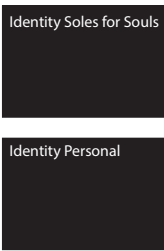
SAMPLE PROPOSALS



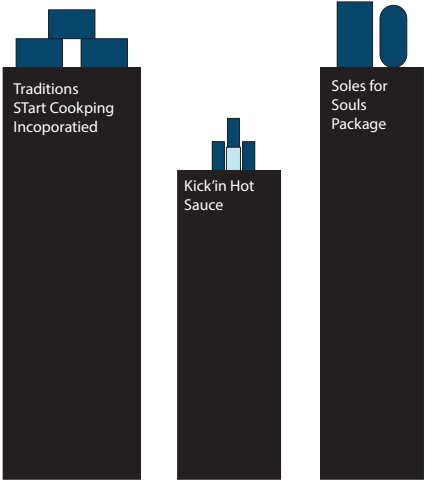
Installation Proposal

I will have 24 framed images that are 16x12" displayed in Salon style. There will be multiple lights accompanying the images that will be connected to one unit. The lights will be attached to the wall using a type of adhesive (ie. Command strips). I will need one outlet for this plug. The lights will need to be unplugged/ plugged in the morning and evening.

I have attached an image of a downsized, yet proportionally accurate presentation of the installation.



Connelly



# PEDESTAL REQUEST

ALL PEDESTALS ARE REQUESTED BY DIGITAL SIGN-UP VIA THE MARTIN MUSEUM WEBSITE (Googledoc.)



Martin Museum  
website BFA  
information



Googledoc  
sign-up form

Martin Museum Pedestal Inventory

File Edit View Insert Format Data Tools Extensions Help

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Default...

- 10 +

B I

- Pedestals are requested on a first-come, first-serve basis, with preference shown first to ceramics/sculpture students. Please be courteous to your fellow classmates.
- Graphic Designers may request up to two (2) pedestals for three-dimensional works, and may request two (2) wall-mounted wedges for three-dimensional works, as available.

If you have trouble visualizing different sizes of pedestals, schedule an appointment with museum staff. We can show you certain pedestals in the Museum to help you gain a sense of scale and size before you make your decision.

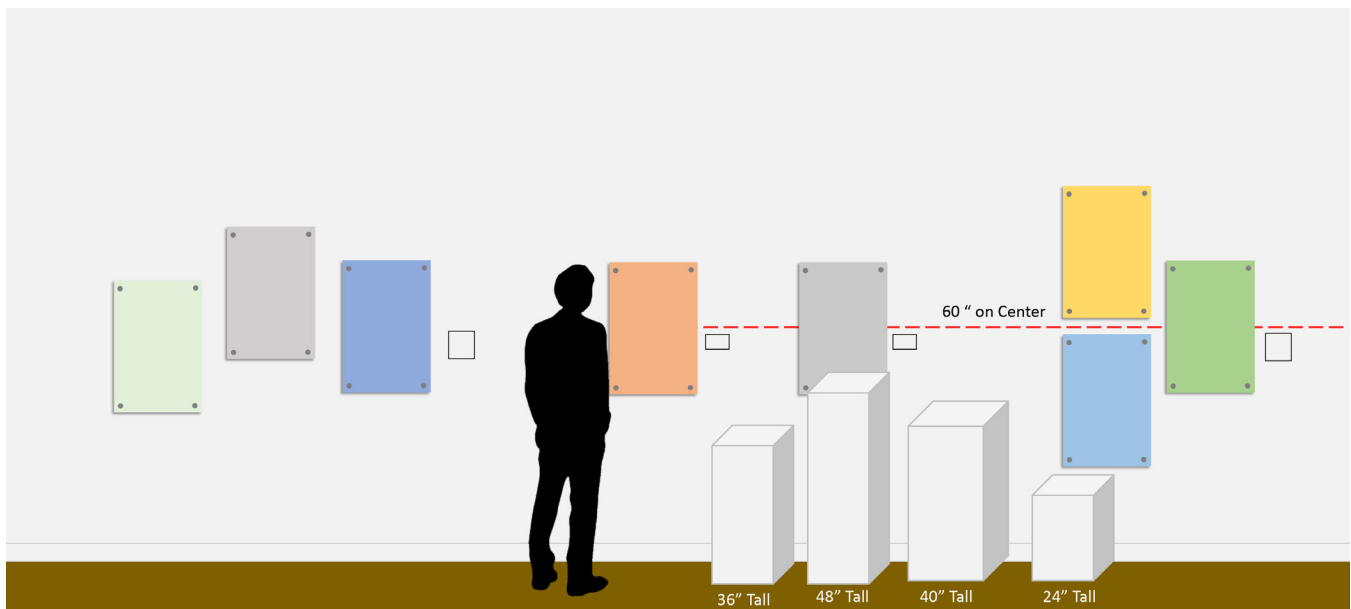
# PEDESTAL SELECTION

## CHOOSING THE RIGHT PEDESTAL

As you choose your pedestals for display, please pay attention to the measurements. All pedestals listed in our request document show the flat display area followed by the overall height of the pedestal.

### GENERAL PEDESTAL SIZING FOR GRAPHIC DESIGNERS

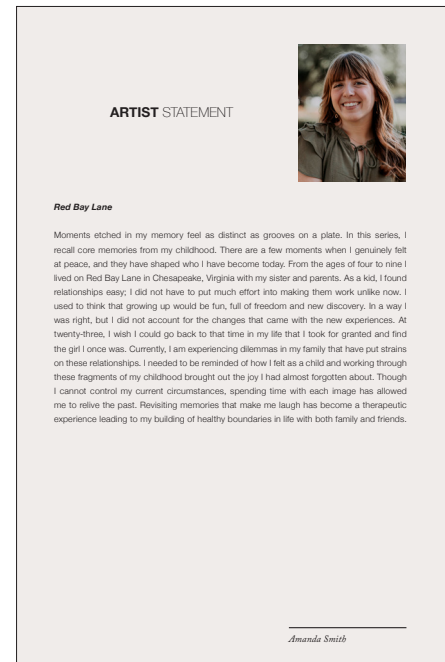
- **12 x 12 x 48** are great for small objects that need to be lifted higher to the viewer's eye level.  
*Examples: Seed Packets, chap sticks/ lip balms, smaller bottles, etc.*
- **12 x 12 x 36** are good for smaller objects.  
*Examples: Cosmetic bottle with box, candles, chocolate bars, etc.*
- **16 x 16 x 40 and 18 x 18 x 40** are excellent for larger objects that need more space.  
*Examples: Wine bottles, book covers, food packaging, etc.*
- **12 x 24** and similar sizes are appropriate for displaying a printed book in an open format that visitors can flip through. *Examples: Magazine, Annual Report, Catalog, etc.*



# ARTIST STATEMENT

An Artist or Project Statement is a written document that serves to provide further context to an artist's work, which offers viewers a deeper understanding.

- Statements should be **no more than 400 words** and formatted as Word documents. Do not include special characters, hyperlinks, or other outside information without prior consent from Museum staff, third party, and/or professor of record. Any specialized information should be communicated clearly, so Museum staff can accommodate accordingly.
- Museum staff will format and design statements for installation in the Museum. All will be formatted to coordinate for a cohesive appearance. Statements are printed on special adhesive paper. **Final statement size is 11" wide by 17" high.**
- Museum staff can print QR codes separately (formatted like your object labels) to link to personal websites and/or portfolios if provided in advance and approved by Museum staff and professor of record.



STATEMENT  
SAMPLE

Artist statements are uploaded via the martin museum website.  
Link available at [www.baylor.edu/martinmuseum/bfainfo](http://www.baylor.edu/martinmuseum/bfainfo)  
\*The Museum will format and prints all statements





# DIGITAL IMAGES

Students will need to submit digital images of all artwork in your exhibition. These files will serve as records and will be made available in an online version of the exhibition through the Martin Museum website. You will need to submit the following:

## Images: Headshot



Verticle orientation, from the shoulders/waist up:

- 900 x 675 pixels
- RGB or Grayscale
- 72 dpi, JPEG or PNG

## Images: Artwork



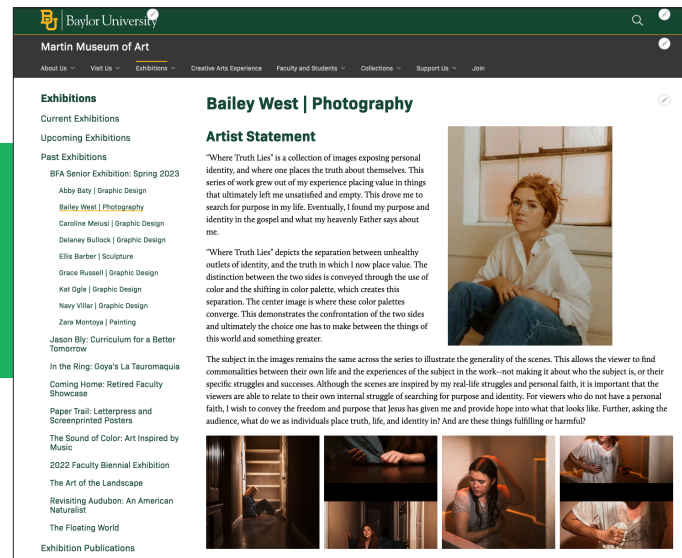
- 1-3 images of each artwork/project (full and/or side views).

*\*If providing only one view, provide front view.*

- Project Images: 1600 x 1600 pixels (1:1) OR 1142 x 1600 pixels (5:7)
- RGB or Grayscale
- 72 dpi, JPEG or PNG

# DIGITAL IMAGES

Each graduate will have a dedicated webpage showcasing artist statement, headshot, and images of exhibition artwork and/or finished portfolio.



WEBSITE SAMPLE

## Portfolio for Graphic Designers

- Upload a PDF of final portfolio book
  - 50MB maximum
- \*Upload your portfolio as a complete PDF, arranged as you will be presenting it in the Museum for your final exhibition. This is in addition to individual images above.



UPLOAD IT!



## FILE NAMING STRUCTURE

# DIGITAL FILES

Inventory Spreadsheet: | Last Name\_First Initial\_Inventory\_Semester Year Abbreviation

Example: | Chew\_A\_Inventory\_FA23

Artist/Project Statement: | Last Name\_First Initial\_Statement\_Semester Year Abbreviation

Example: | Chew\_A\_Statement\_FA23

\*Installation Proposal: | Last Name\_First Initial\_Installation\_Semester Year Abbreviation

Example: | Chew\_A\_Installation\_FA23

\* if needed

Promotional Materials: | Last Name\_First Initial\_Poster\_Semester Year Abbreviation

Last Name\_First Initial\_Flyer\_Semester Year Abbreviation

Example: | Chew\_A\_Poster\_FA23

Chew\_A\_Flyer\_FA23

Artwork Images: | Last Name\_First Initial\_Title\_View #\_Semester Year Abbreviation

Example: | Chew\_A\_Untitled Painting\_View1\_FA23

Headshot Image: | Last Name\_First Initial\_Headshot\_Semester Year Abbreviation

Example: | Chew\_A\_Headshot\_FA23

Graphic Design Portfolio: | Last Name\_First Initial\_Portfolio\_Semester Year Abbreviation

Example: | Chew\_A\_Portfolio\_FA23

## QUESTIONS: CONTACT

Allison Chew, Director;  
Martin Museum of Art,  
Allison\_Chew@baylor.edu

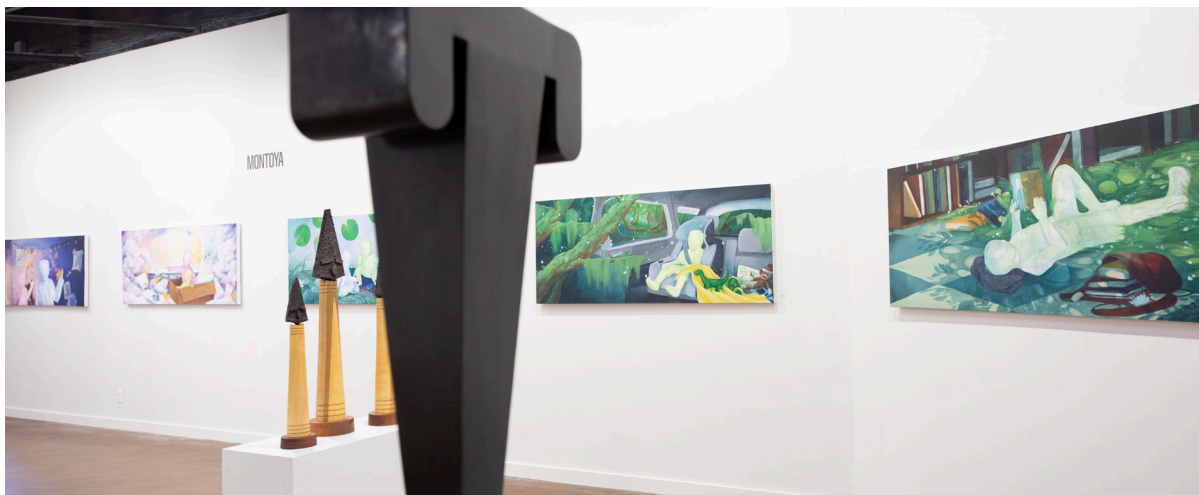


# INSTALLATION

## HANGING ARTWORK

# INSTALLATION GUIDELINES

- All work must be installation-ready, including display stands, easels, wire, etc. All hanging apparatus should be attached before work enters Museum. Gluing, stapling, or otherwise putting together components of work should not be done in the Museum. The work should immediately be ready to hang when it enters the Museum.
- Students will hang their own work with assistance from Museum staff as needed.
- Museum staff will provide basic tools: hammers, drills, nails, screws, step ladders, and levels.
- Students must provide their own installation and framing materials: Plexi, mounting brackets, wire, hangers.
- **DO NOT MARK ON THE WALLS WITH A PENCIL** or other writing tool! Pencil marks are not acceptable. They are hard to erase, cover, and paint over. Use painter's tape to mark spots for hanging.
- Requests for monitors, projectors, speakers, electric plugs, etc., must be made via an Installation Proposal.
- Graphic Design students will have display space at approximately 10 feet, and the Museum will provide pedestals on a first-come, first-serve basis after sculpture & ceramic student assignment.



# INSTALLATION SAFETY

- Appropriate footwear is required for installation: No flip-flops or sandals. Wear tennis shoes or boots to protect your toes.
- No visitors during installation. Students may have help moving work into and out of the Museum, but friends/family are not allowed into the Museum until it is open to the public or otherwise arranged.
- No food or food products are allowed in the Museum. All design products must be sealed to “air-tight” levels.
- Students may use step stools but are not allowed on ladders. Museum staff can assist with hanging if ladders are needed.
- All pedestals require a minimum “path of travel” of 36 inches for ADA compliance.
- Students must hang all materials on existing pipe structures in Museum. Weight limit of 12 lbs. per individual piece/material to be hung.
- If you leave a guestbook for visitors to sign, you must leave **PENCILS** for signatures, **NO PENS**.

**NO FOOD**



**NO OPEN SHOES**



**PENCILS ONLY**



# INSTALLATION TOOLS

In order to hang your work in the STANDARD METHOD, you will need:



- TAPE MEASURE
- LEVEL
- BLUE PAINTERS TAPE
- HAMMER/DRILL
- NAILS/SCREWS

## GATHER IT!

Make sure you gather any special materials you may need beyond what is provided by the Martin Museum.





HANGING METHODS: **DO NOT USE**

# INSTALLATION TOOLS

These items are not to be used to hang your artwork



No sawtooth hangers



No monkey hooks



No dual-headed hangers



No screw eyes



No command hooks

## INSTALLING D-RINGS ON YOUR WORK

# INSTALLATION STEP-BY-STEP

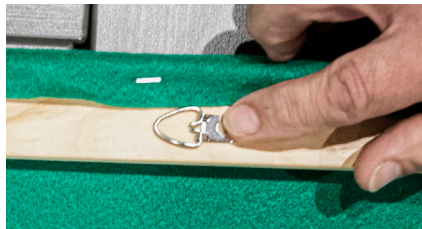
01

D-rings should be installed approximately 1/3 of the way down the work/frame.



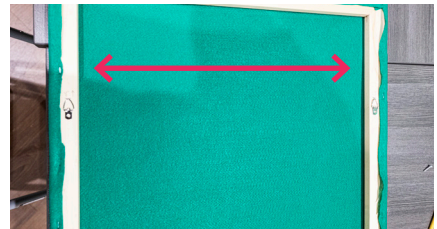
02

D-rings should be centered on the frame/stretcher.



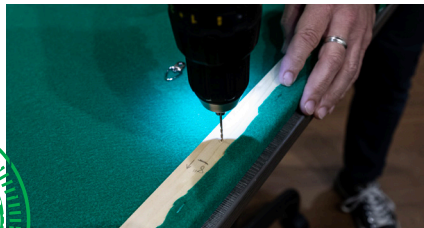
03

Make sure both D-Rings are the same distance from the top of your work for easier leveling when hanging



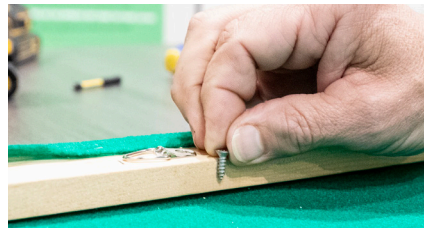
04

If possible, drill a pilot hole where your screw will be. This will help prevent splitting and splintering of material



05

Make sure your screws are not too long. If they are, they will come through the front of your work/frame!





## HANGING METHOD: WIRING YOUR WORK

# INSTALLATION STEP-BY-STEP

Wiring is not required to hang your work. You can hang from D-rings. However, it is easier to install and level if your work is wired. Please be sure to use braided hanging wire that is the appropriate weight bearing load for the weight of your work. Wire can be coated in plastic, but be sure that does not cause slippage.

**01**

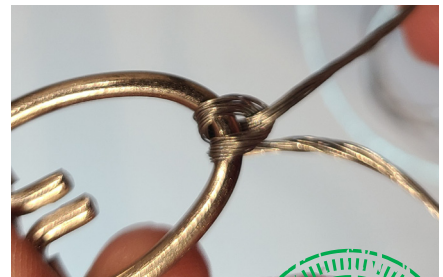
Pull wire thorough from back of ring to front and cross the end behind length of wire

**02**

Bring end of wire through front of ring to back

**03**

Tighten loop. This knots the wire and ensures no slippage when the weight of the work is applied while hanging.

**04**

Bring end of wire around knot to begin wrapping process.

**05**

Wrap remaining wire around length of further ensure security.



## HANGING METHODS: STANDARD METHOD

# INSTALLATION STEP-BY-STEP

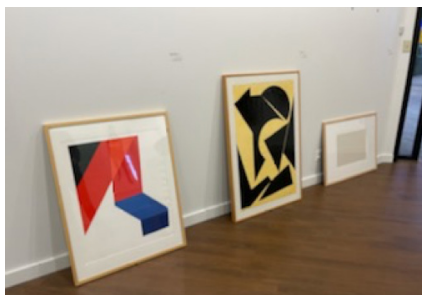


Spacing of your work depends on how much linear wall space you are allotted. Standard practice is:

- 8" – 12" for small works
- 12" – 16" for medium works
- 18" – 24" for large works

**01**

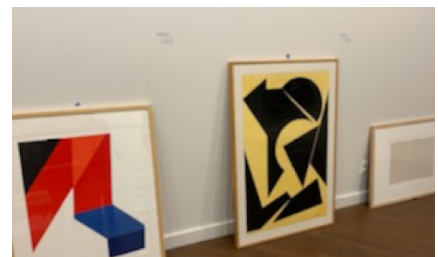
Lean your works against a wall in the order you wish to hang them.

**02**

Use a tape measure to determine appropriate distance between all works, allowing for labels and artist statement.

**03**

Find the center point of each work and mark with tape.





## HANGING METHOD: D-Rings

# INSTALLATION STEP-BY-STEP

Wiring is not required to hang your work. You can hang from D-rings. However, it is easier to install and level if your work is wired. Please be sure to use braided hanging wire that is the appropriate weight bearing load for the weight of your work. Wire can be coated in plastic, but be sure that does not cause slippage.

STEP ONE	Determine the overall height of your work.
STEP TWO	Determine the distance between D-Rings.
STEP THREE	Determine the distance from the D-ring to the top of the work. Check that both rings are the same distance.
STEP FOUR	Divide the overall height of your work in half. Take that number and subtract the measurement from the D-ring to the top of the work. Add 60 to that answer. That is the height of your nails.
STEP FIVE	Measure up to the determined spot for your nails. This will be the center point.
STEP SIX	Determine the distance from the D-ring to the top of the work. Check that both rings are the same distance.
STEP SEVEN	Place nails and hang work!

#### EXAMPLE MEASUREMENTS:

Overall Height: 20"  
Distance between rings: 15" Distance  
from ring to top of work: 4"

#### EXAMPLE MATH:

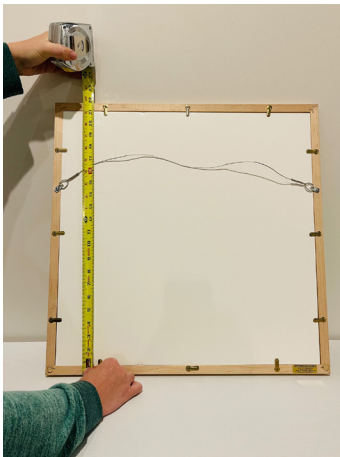
$20" / 2" = 10"$   
 $10" - 4" = 6"$   
 $6" + 60" = 66"$   
Nails 15" apart, 66" from the ground

## HANGING METHODS: WIRED WORKS

# INSTALLATION STEP-BY-STEP

01

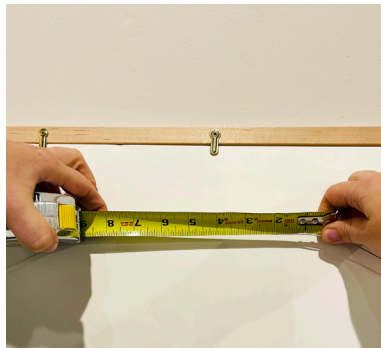
Determine the overall height of your work.



02

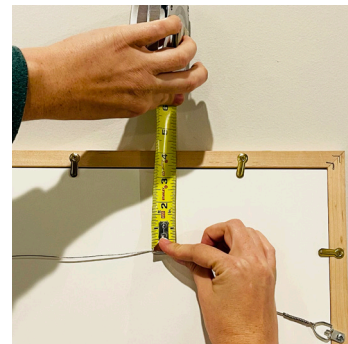
Determine the distance between the two nails that will hold your work on the wall.

- 8" – 12" for small works,
- 12" – 16" for medium, and
- 18" – 24" for large is usually sufficient.



03

While holding the wire taught at the correct distance, measure from the wire to the top of the work.



04

Divide the overall height of your work in half. Take that number and subtract the measurement from the wire to the top of the work. Add 60 to that answer. That is the height of your nails.

**EXAMPLE MEASUREMENTS:**

Overall Height: 20"

Distance between nails: 8"

Distance from wire to top of work: 4"

**EXAMPLE MATH:**

$20" \div 2 = 10"$

$10" - 4" = 6"$

$6" + 60" = 66"$

Nails 8" apart, 66" from the ground





## HANGING METHODS: WIRED WORKS

# INSTALLATION STEP-BY-STEP

05

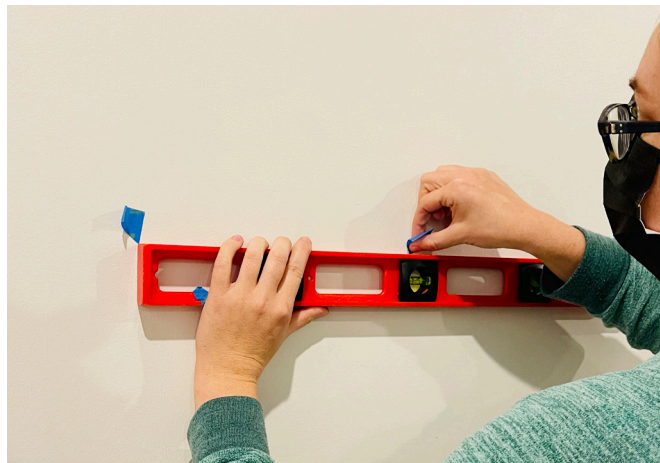
Measure up to the determined spot for your nails. This will be the center point. You have already marked center from arranging your work.



06

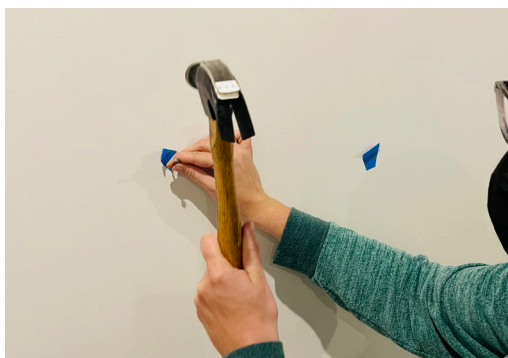
Use a level to get a straight line between points for nails. Use the level placed at the middle point, and mark equal distance from center point.

**EXAMPLE:** if nails are 8" apart, place level at tape on the 4" mark. Place marking tape at 0" and 8".



07

Place nails and hang artwork!



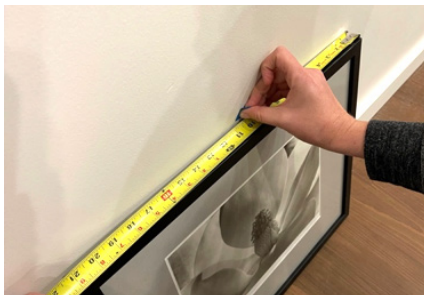
## HANGING METHODS: BASIC SALON STYLE

# INSTALLATION STEP-BY-STEP

The term “salon” refers to the method of hanging where works of art are stacked on top of each other. In the standard setup, two works are used, and are centered vertically, with four to six inches of space between the works.

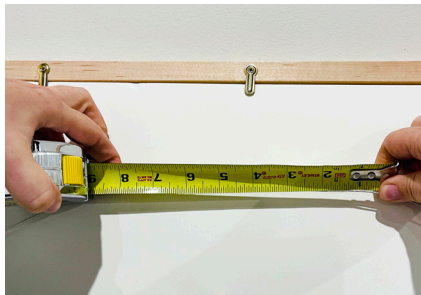
01

Measure the width of your larger work, to determine center point. Mark appropriate spot on wall.



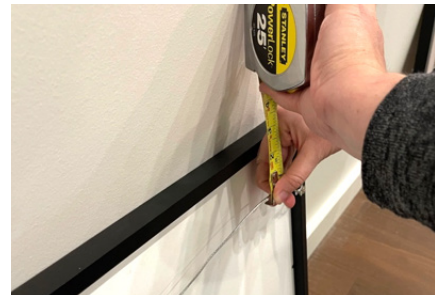
02

Measure the distance between nails across wire, or D-rings.



03

Measure distance from wire to top of artwork.



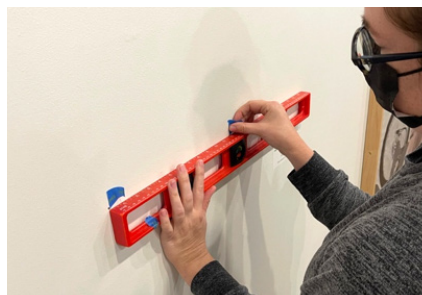
04

Subtract the distance from the wire to top of painting from 60". Subtract another 2" – 3" to accommodate space between works. Measure up the wall aligned with center point.



05

Use a level to make the appropriate distance between nail from center point.



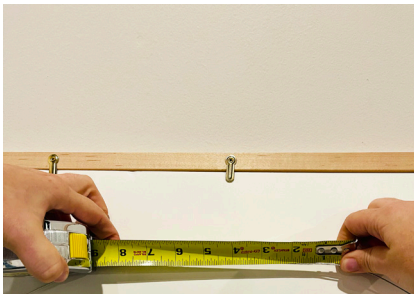
**EXAMPLE MEASUREMENTS:**  
Wire to top of Painting = 4"  
 $60" - 4" = 56"$   
 $56" - 2"$  for spacing  
(will be 4" of total spacing in the end)  
= 54" nail height

## HANGING METHODS: BASIC SALON STYLE

# INSTALLATION STEP-BY-STEP

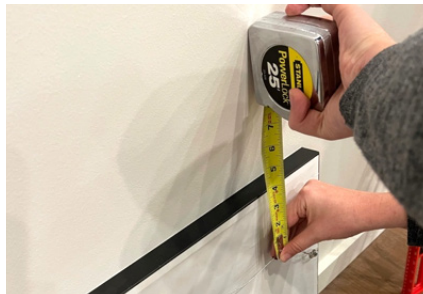
06

Measure distance between nails and top of artwork.



07

Measure distance from wire to top of painting. Subtract that from the total height of the work.



08

Add 60" to measurement from step seven. Add another 2"-3" to accommodate spacing between works. Measure up on wall from center point.



09

Use level to mark distance between nails from center point.



10

Hammer nails at marked points and hang your works.



### EXAMPLE MEASUREMENTS:

Tota Height of work = 16"

Wire to top of work = 4"

$16" - 4" = 12"$

### EXAMPLE MATH:

$12" + 60" = 72"$

$72" + 2"$  for spacing between  
(is total of 4" between) = 74"





## HANGING METHOD: GRAPHIC DESIGN WORKS

# INSTALLATION STEP-BY-STEP

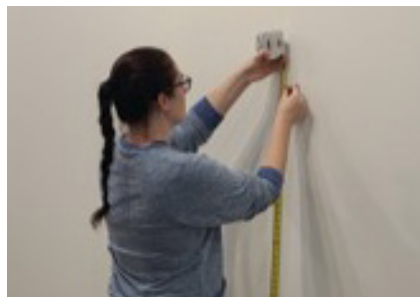
01

Determine the height of your work and divide by 2.



02

Take your answer and add 60". This will be where the top of your work rests on the wall.



03

Measure and mark the determined height. Use a level to mark the other end.



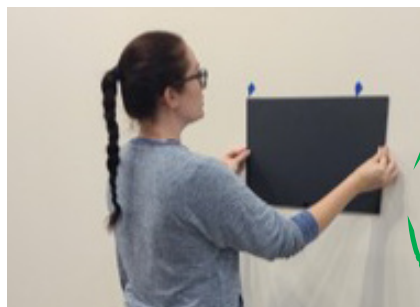
04

Using one of the Museum industrial glue guns, place a quarter-sized amount of glue in each corner of the back of the work. Also place one quarter-sized amount of glue in the center. For larger works, more glue may be used near center.



05

Wait roughly 10 seconds for the glue to begin setting, then position on the wall at marked height. Hold in place for 10-30 seconds until glue cools and fully sets.

**EXAMPLE  
MEASUREMENTS:**

Total Height of  
work = 12"  
Divide height  
by 2 = 6"  
 $60" + 6" = 66"$

**WARNING!  
GLUE GUN  
IS HOT &  
CAN  
BURN**

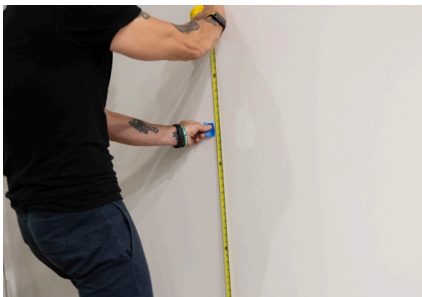
## HANGING METHOD: WALL WEDGES

Larger objects: Top of wedge at 42"  
Smaller objects: Top of wedge at 48"

# INSTALLATION STEP-BY-STEP

01

Measure from floor up to 42" or 48" (depending upon display of Large or Small object).



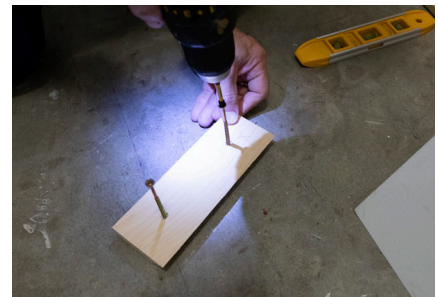
02

Place piece of blue tape on wall, at the desired measurement (42" or 48"), and with a pencil, mark the center point onto the blue tape (which will be center-point of wall wedge). Also mark center point on the wall cleat.



03

Set each screw into the wall cleat enough to catch, do NOT go through the other side of the hole, at this time. Align wall cleat with centerline marked on your blue tape, center-point to center-point.



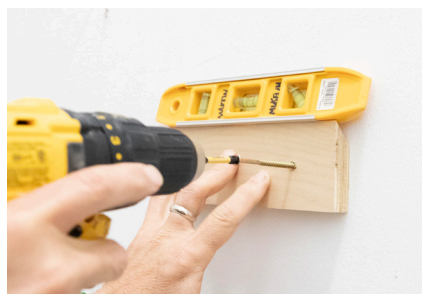
04

Using a small spirit level, screw cleat into the wall until fully set, and the wall cleat is firmly flush with the wall and level.



05

There should be no space between the back of the wall cleat and the wall, and it should be firmly in place, with no movement. If it is loose, that likely means the screws are not fully set.



06

Place wall wedge up and over the wall cleat, and carefully slide the wall wedge down until it is firmly seated on the wall cleat.



\* Make sure wall cleat is installed with angled lip facing upward. This secures wedge to cleat.



# **LABELS & STATEMENTS**

## ACCEPTABLE METHODS TO ADHERE LABELS

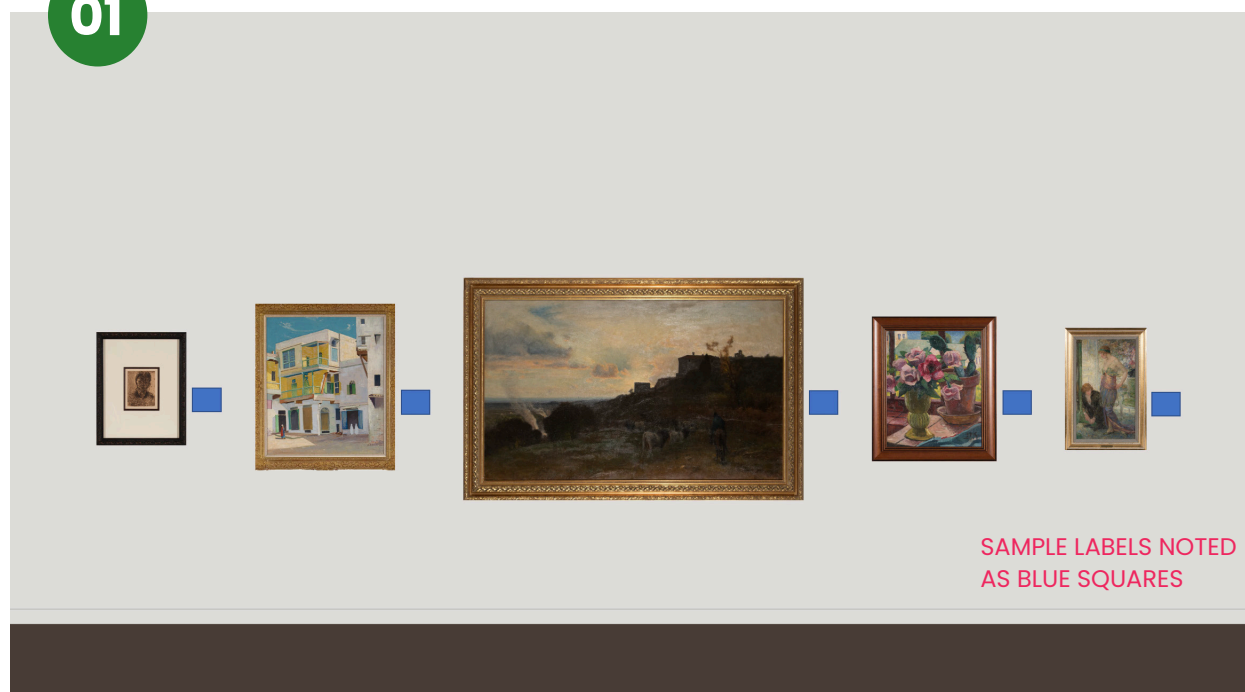
# LABELING ARTWORK

As a Museum, our mission is to educate the public, and one way we accomplish this is through labeling artwork. Identification labels provide context and a “breadcrumb trail” for viewers to access and interpret your work. The label provides an inroad to understanding the effort and energy you have put into creating your work and connecting to the viewer.

**All works of art are required to be labeled for exhibition. You can choose from the following variations.**

**OPTION  
01****STANDARD**

All labels to right of individual works, top at 60 inches.



Final label size 3.5" wide by 2.5" high

**PLACEMENT**

All labels should be oriented to the right of artwork, unless the right side of artwork approaches corner, then label should be placed to left of work. Labels should be 1-2 inches away from artwork.

**OPTION**  
**02****STANDARD LOWER CORNER**

All labels to right of individual works, bottom of label in line with bottom of work.



SAMPLE LABELS NOTED  
AS BLUE SQUARES

**OPTION**  
**03****STANDARD GROUPED OR TOMBSTONE**

All labels grouped to right of far right work. Labels arranged left orientation to right orientation as descending.





**OPTION**  
**04****SALON STANDARD**

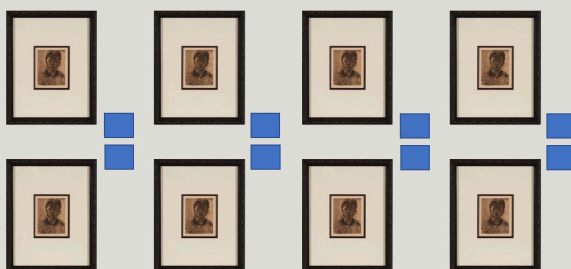
All labels to right of individual work. Top row bottom of labels in line with bottom of work, bottom row of labels top in line with top of work.



SAMPLE LABELS NOTED  
AS BLUE SQUARES

**OPTION**  
**05****SALON CENTERED**

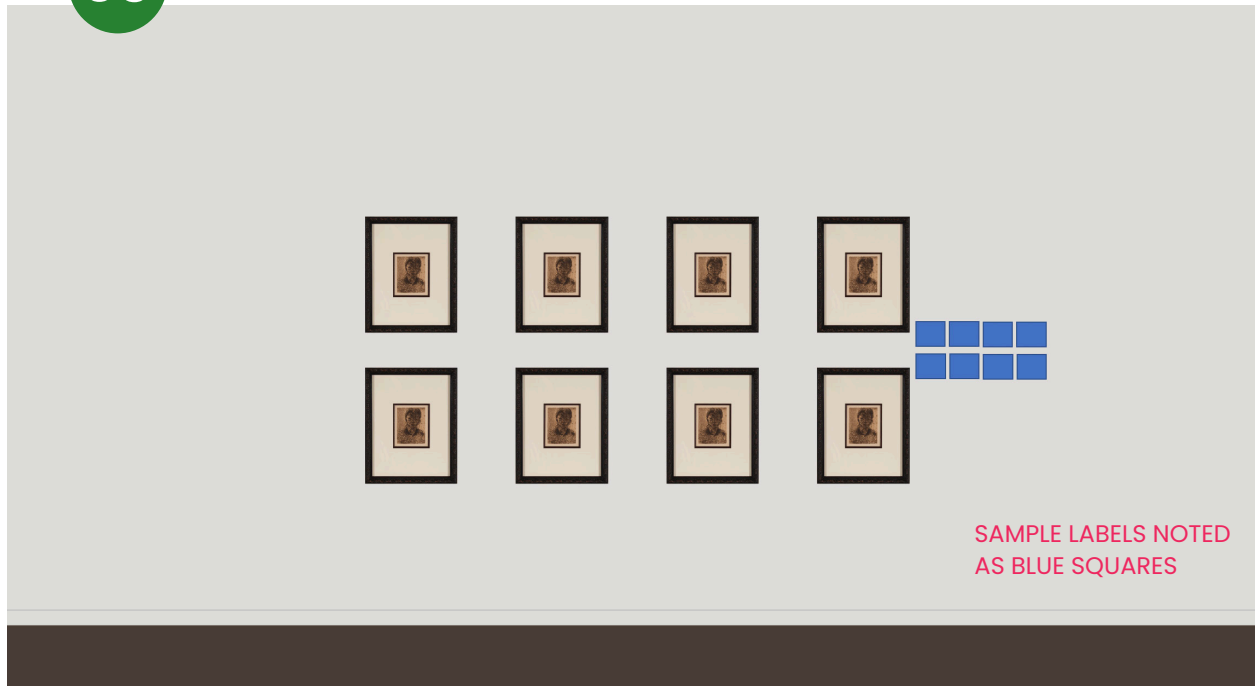
All labels to right of individual works. Top row bottom of labels at 60.5", bottom row top of labels at 59.5".



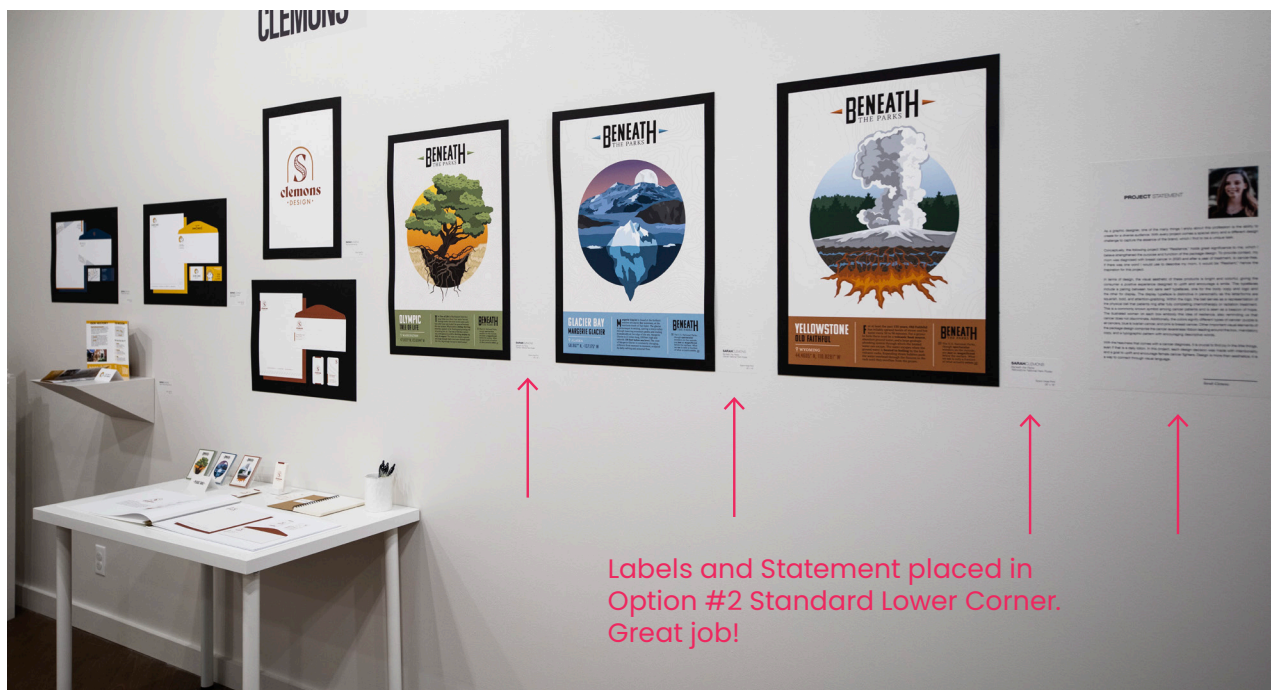
# OPTION 06

## SALON GROUPED

All labels to right of group of works, arranged to mirror layout of works. Top row bottom of label at 60.5", bottom row top of labels at 59.5".



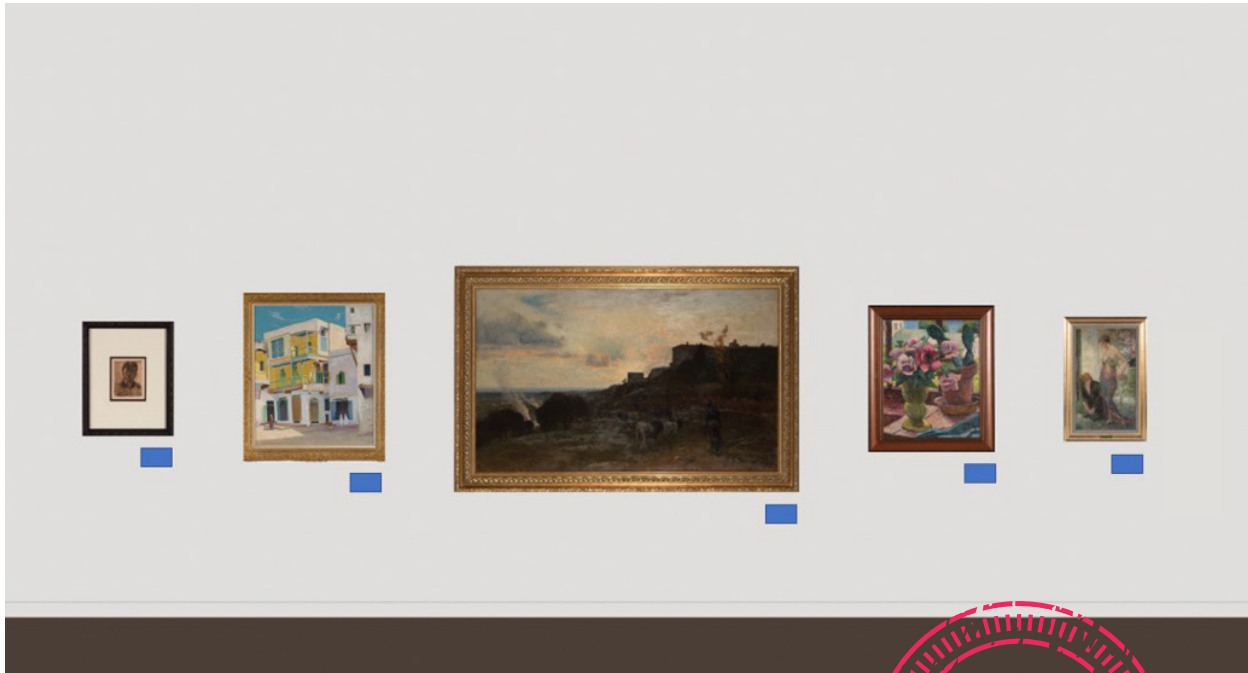
## Sample Label Images



## UNACCEPTABLE METHODS TO ADHERE LABELS

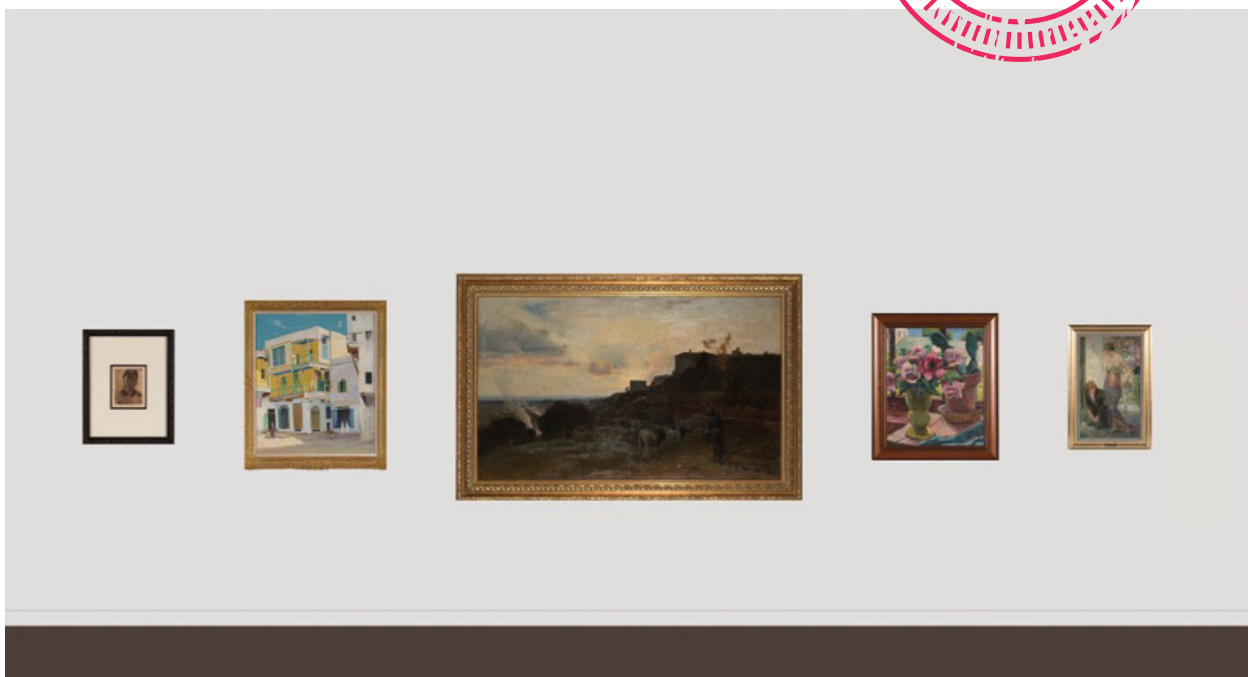
### UNDER YOUR ARTWORK

Shadows from frames create difficulty for viewers to see and accurately read your labels.

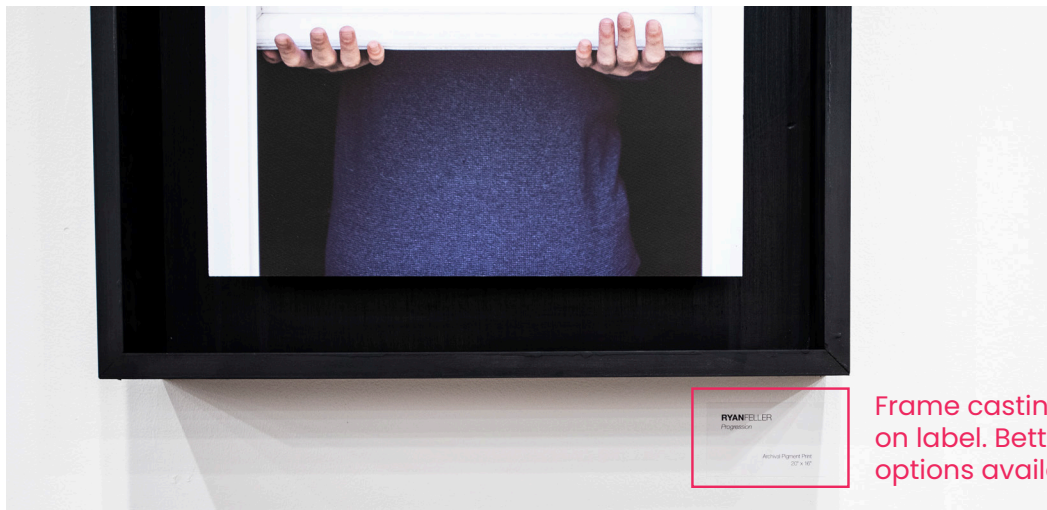


### NO LABELS

All artwork is required to have labels.



## Sample Label Images



Great placement of pedestal label!



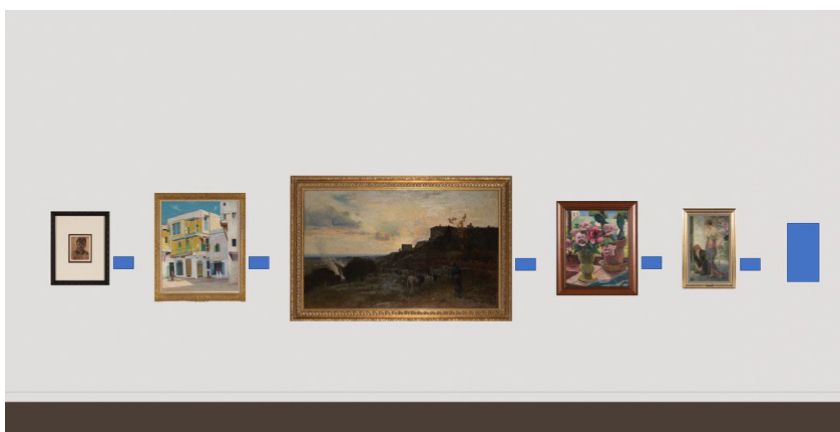
## ACCEPTABLE METHODS TO ADHERE LABELS

# ARTIST STATEMENTS

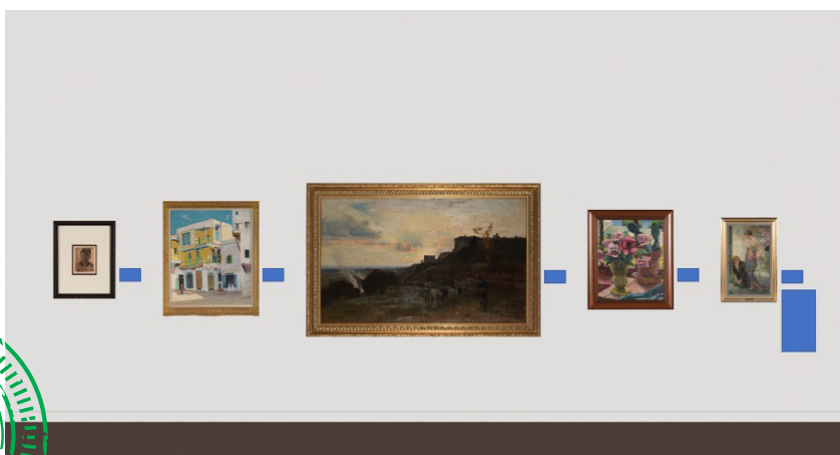
All Artist/Project Statements must be installed at 60 inches on-center to accommodate ease of reading for visitors. If possible, Statements should be placed to the right of artwork.

**ACCEPTABLE**

All labels to right of individual works, top at 60 inches.

**UNACCEPTABLE**

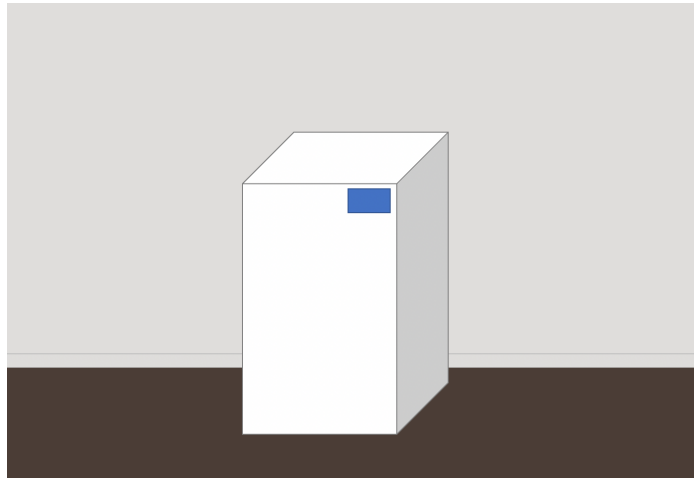
All labels to right of individual works, top at 60 inches.



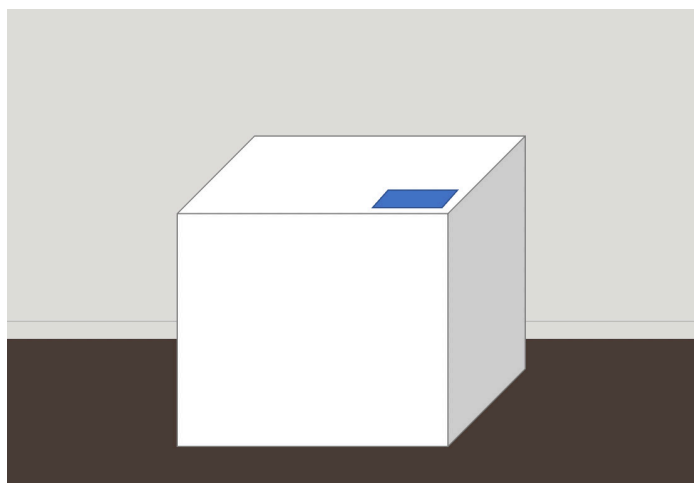
## PEDESTAL &amp; WALL WEDGE LABEL PLACEMENT

# PEDESTAL LABELS

If the pedestal is 40 inches or taller, place the label on the vertical plane of the pedestal in the top right corner.



If the pedestal is shorter than 40 inches, place the label on the horizontal surface of the pedestal in a right corner.

**SPECIAL NOTE:**

Please DO NOT place Artist Statements on pedestals. Place your statement on a wall near one of your works. Place statement 60 inches on center. Make sure to place as far away from other 2D student work as possible to avoid confusion. Ask Allison Chew or Mike Schuetz for assistance if needed.





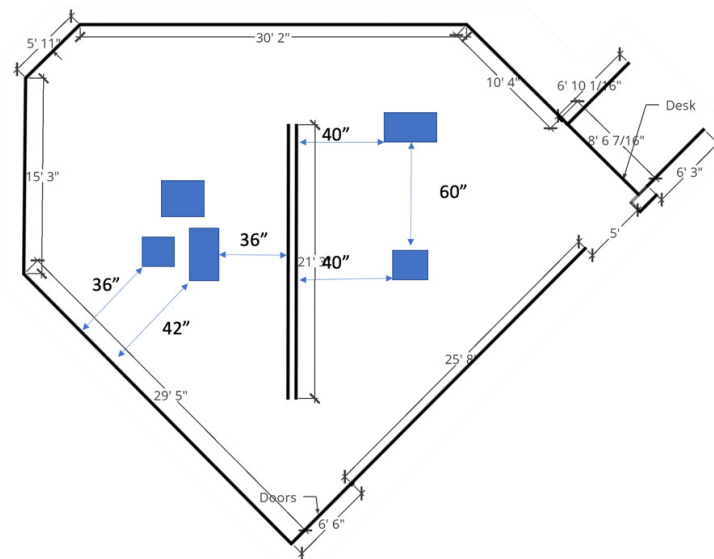
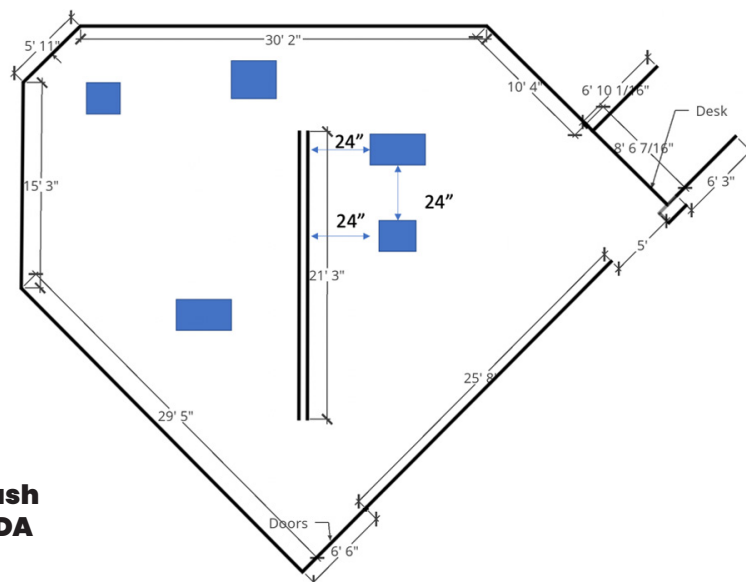
SPACING

# AWAWARENESS

## FLOOR SPACING FOR THREE DIMENSIONAL WORKS &amp; PEDESTALS

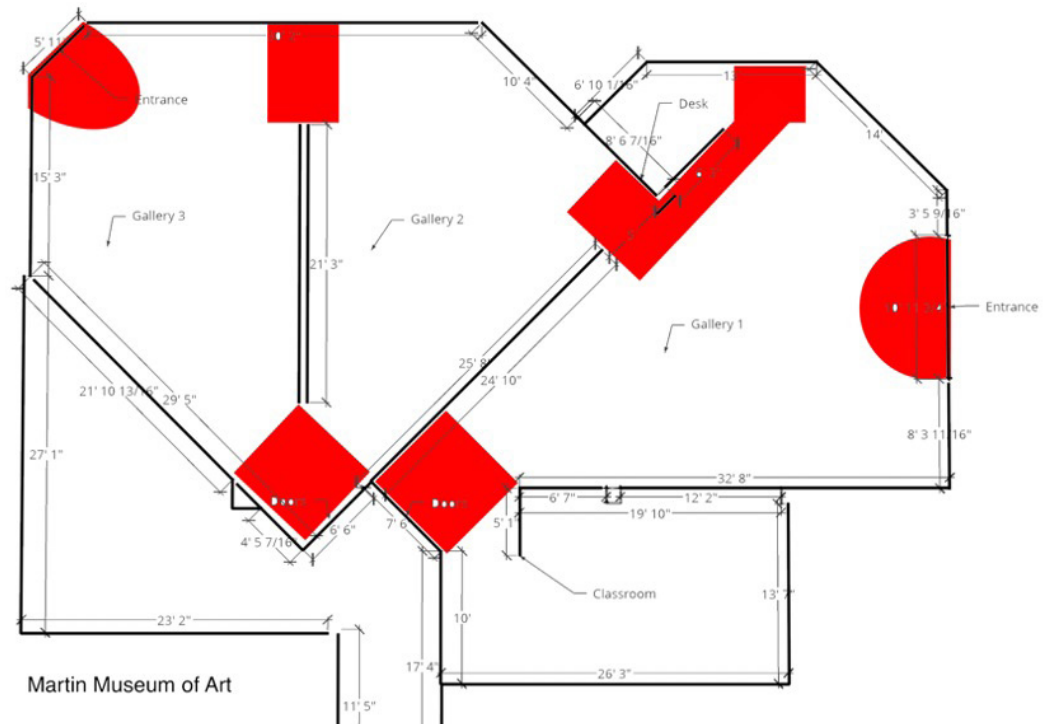
## SPACING AWARENESS

All works of art and/or pedestals must follow federal standards for minimum "path of travel" for ADA Compliance. There must be a minimum of 36 inches on all sides of your work/pedestal. If this is not possible, the work/pedestal must be placed far enough out of the normal paths in the Museum. This means it can be pushed against the wall so that it cannot be walked behind, or grouped with other works/pedestals to create an appropriate path.

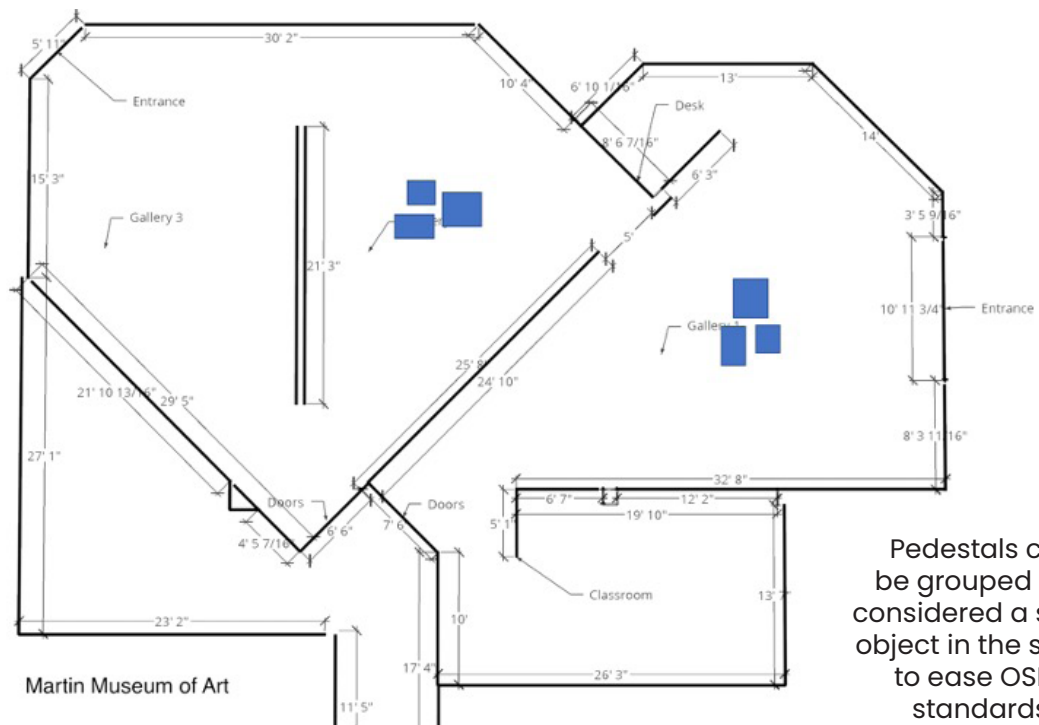
ACCEPTABLE  
PEDESTALSUNACCEPTABLE  
PEDESTALS

**You can push a pedestal flush against the wall to meet ADA compliance.**

## PROHIBITED AREAS FOR PEDESTALS



## ACCEPTABLE GROUPING OF PEDESTALS



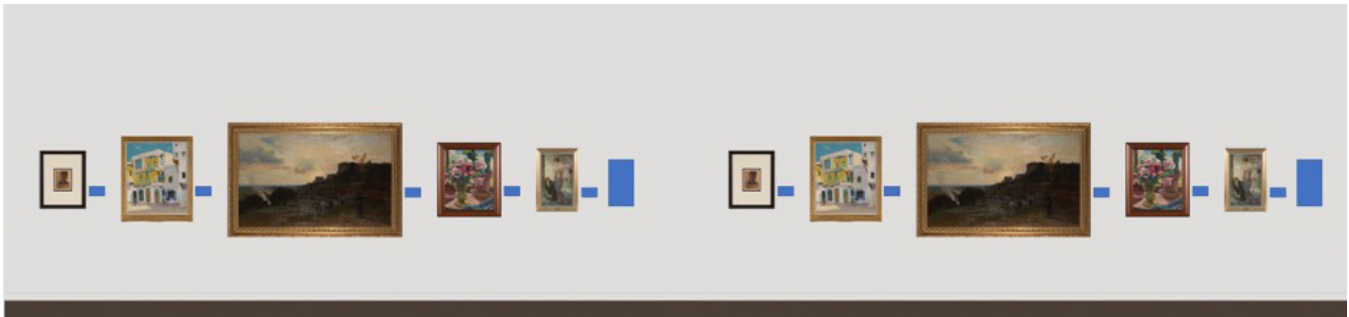
Pedestals can be grouped and considered a single object in the space to ease OSHA standards.

## PROXIMITY TO OTHER ARTISTS

# SPACING AWARENESS

Occasionally, artists will share walls and be in close proximity to each other. When this happens, both artists should be aware and plan to leave excess space between their work to help visitors differentiate between the work and who it belongs to.

## ACCEPTABLE SPACING



## UNACCEPTABLE SPACING









## CONTACT US\_

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