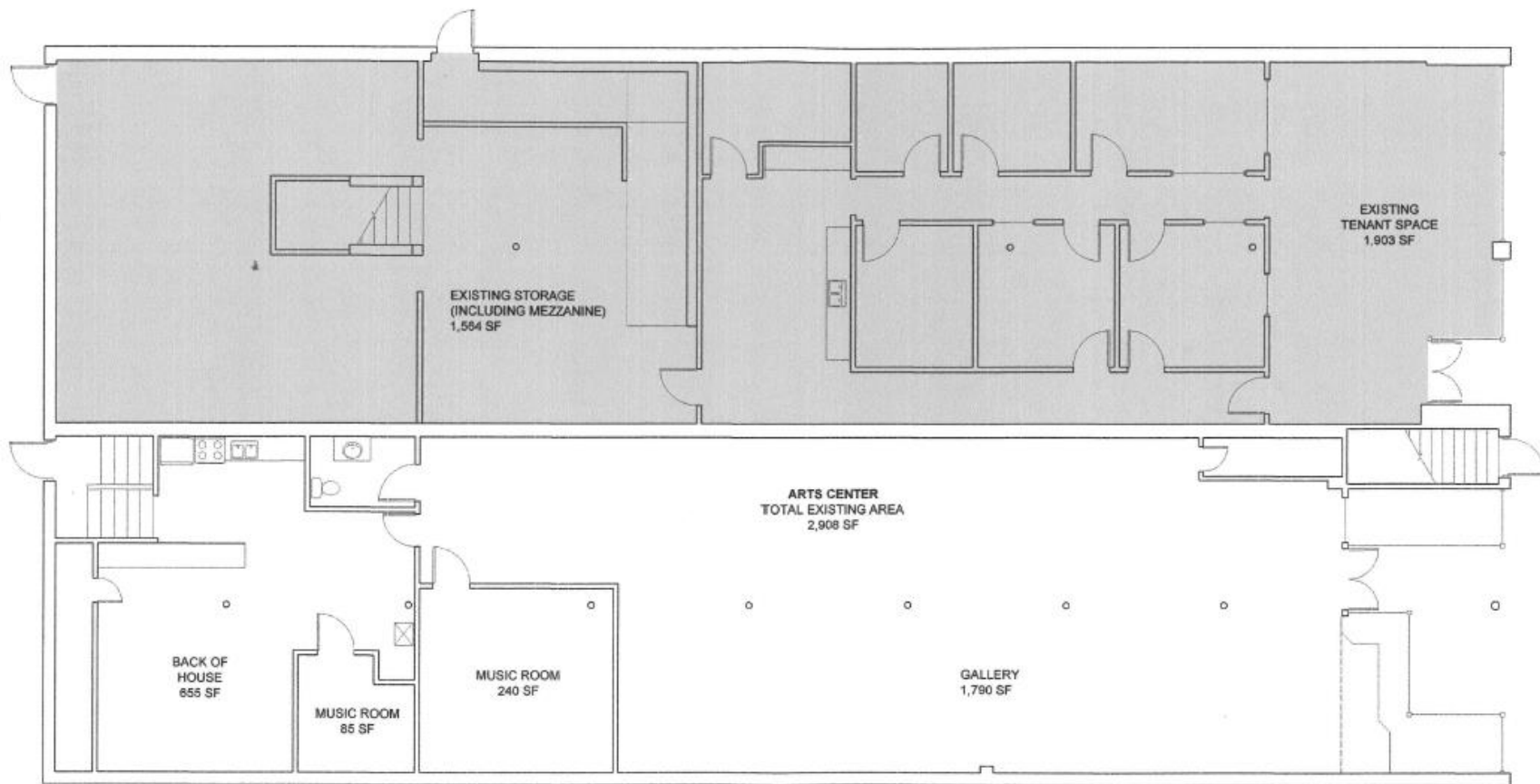


Hanging Instructions for Arts Place
Blackford County Arts Center Galleries
Artists are expected to hang their own work.

1. Artists are expected to provide in advance a list of their work that will be hung in the gallery. Arts Place will provide a spreadsheet to be completed (Google and Excel). This document is necessary for Arts Place to insure your artwork and create labels that are ready for you when hanging your work.
2. Installation will be scheduled with the Center Director during the center's operating hours.
3. Upon arrival at the center, artists are expected to check in with the Center Director who will use the spreadsheet to verify the work is present. The artist will sign the exhibiting artist agreement. Once the agreement is signed, the artwork is insured.
4. Arts Place will provide labels for hanging.
5. The center uses the Walker System for hanging. To see the different ways, you can hang your work, visit:
<https://www.youtube.com/watch?v=DBPqZO5PLzQ>
6. Artist are expected to schedule a tear down date with the Center Director.
7. The Center Director, in collaboration with the artist, will verify on the inventory spreadsheet that all pieces have been removed by the artist. The director and artist will sign. The artwork is no longer insured by Arts Place.
8. Artwork left at the center more than 30 days after the close of the exhibit (date on the agreement) will be considered abandoned and become the property of Arts Place.







EXISTING FIRST FLOOR PLAN

SCALE: 3/32" = 1'-0"

