



## Installation & Take-Down Instructions

Please bring the Waiver Form. Please attach a list of all paintings with sales price to the Waiver Form. All artists must register and submit payment in the amount of \$50 on the LAC website prior to installation. Please register at <https://lamorindaarts.org/gallery-artist-fee-payment/>.

---

### ***Install:***

- **Exhibitors must install their own artwork; curators are present to answer questions.**
- **Nothing can be nailed, screwed or taped onto any surface in the art gallery.**
- **Exhibitor must provide identification labels at time of install with artist's name, title of work, dimensions, and media for each work displayed.**  
If artwork is not for sale, please add "NFS" on label or price list.
- **Only museum putty provided by curators can be used.**
- Labels for artwork must be affixed with museum putty NOT self-stick labels or tape. Self-stick labels can be attached to cardstock or index cards then attached with museum putty. (Please see last page for label example.)
- A 6' ladder is provided; please bring a helper if you need to use it.

### ***Sale of Artwork:***

- During exhibit a sale is indicated by placing a **red dot** on the sold work's label; curators have red dots.
  - Sales can be completed at the artist reception, and buyer can take possession as long as display is adjusted so that it looks balanced.
  - Buyer can take possession at take down or artist can make other arrangements.
  - A 20 % commission is required to be paid on any sale connected with the exhibit. Please mail a check payable to Lamorinda Arts Council, PO Box 121, Orinda CA 94563.

---

**Take down is usually the 1st day of each month at 10 am (except Jan.); Install is same day at 11 am. Questions? Contact Denise Nomura at [wildergallery@lamorindaarts.org](mailto:wildergallery@lamorindaarts.org). Note: Art gallery is curated by an all-volunteer staff from Lamorinda Arts Council; please be respectful of their time.**

### ***Hanging Instructions:***

- Prior to show attach **wire** to back of artwork or frame with flat-eye hooks strung taught across entire width of artwork or frame 2" below top.
- There are multiple vertical rods and hangers to receive wires attached to artwork or frames. Each rod can hold 50 lbs. total; two to three artworks per rod, more if artwork is small. If artwork is very large and/or heavy, or very horizontal, attach with 2 rods.
- A flyer with details about your exhibit will be provided by the Lamorinda Arts Council and placed in an Art Gallery Poster Frame within the gallery.
- Media holder for your artist statement or other media and business cards is provided.



### ***Example of Hanging Device:***

Rectangular metal hanger pictured to the left is ready to receive wire on back of artwork or frame; wire should span entire width of artwork or frame.

Affix wire to artwork or frame with flat-eye hooks strung taught 2" below top of artwork or frame.

Metal hanger is easy to position by pulling it away from the wall and moving it left or right.

Affix metal hanger to vertical rod with the set screw which you then thumb tighten.

Fiberglass rod lies flat against wall and is easily moved to desired position.

### ***Take Down:***

- Exhibitor must take down artwork on designated day/time; there is no storage.

---

**Take down is usually the 1st day of each month at 10 am (except Jan.); Install is same day at 11 am. Questions? Contact Denise Nomura at [wildergallery@lamorindaarts.org](mailto:wildergallery@lamorindaarts.org). Note: Art gallery is curated by an all-volunteer staff from Lamorinda Arts Council; please be respectful of their time.**

## Wall Dimensions

Entry Wall - 6 feet x 9 feet



Right Wall - 6 feet x 9 feet



Left Wall - 12 feet x 9 feet



Full view of Gallery



---

Take down is usually the 1st day of each month at 10 am (except Jan.); Install is same day at 11 am. Questions? Contact Denise Nomura at [wildergallery@lamorindaarts.org](mailto:wildergallery@lamorindaarts.org). Note: Art gallery is curated by an all-volunteer staff from Lamorinda Arts Council; please be respectful of their time.

## Wilder Art & Garden Center



### Foyer Inside Entrance



### Gallery View with Natural Light

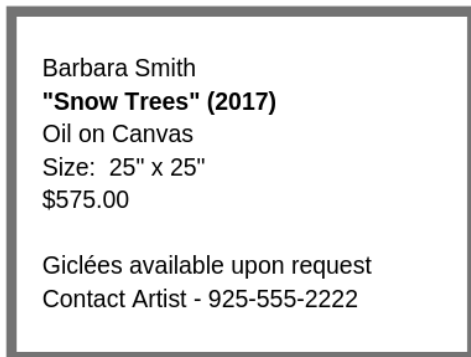


---

Take down is usually the 1st day of each month at 10 am (except Jan.); Install is same day at 11 am. Questions? Contact Denise Nomura at [wildergallery@lamorindaarts.org](mailto:wildergallery@lamorindaarts.org). Note: Art gallery is curated by an all-volunteer staff from Lamorinda Arts Council; please be respectful of their time.

### ***Label Example***

Labels should have the artist's name, title of artwork, medium, dimensions and price. If the artwork is not for sale please write NFS. If you would like to offer your work in giclée format, please provide an email address or phone number.



### ***Unloading Artwork:***

Artwork can be unloaded at the back entrance of the Art & Garden Center. No permanent parking is permitted in this area. (Please see the map on the next page.) To access entrance, please arrange an arrival time with the curator in advance so that the gate can be opened.

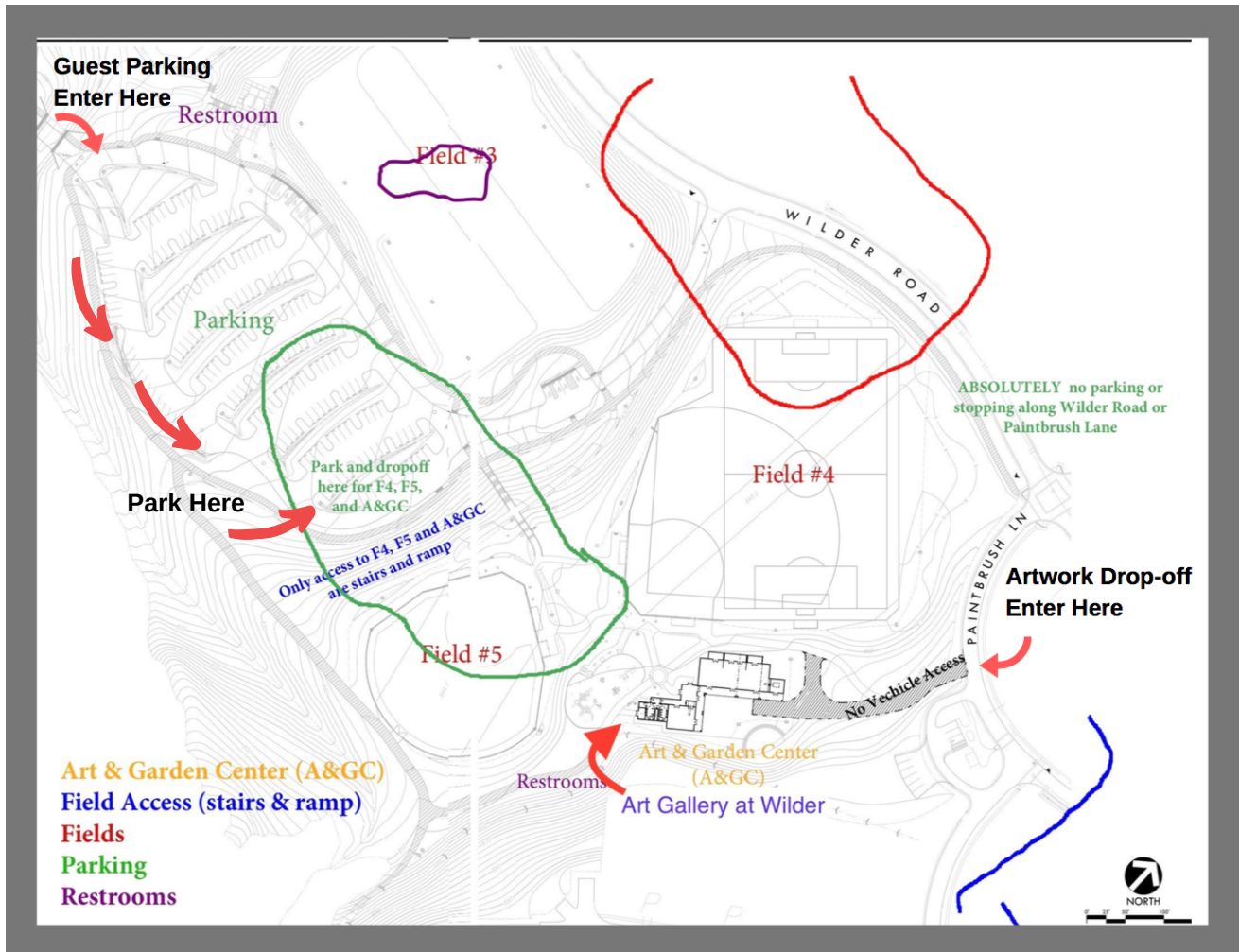
Please take Paintbrush Lane to the back entrance, the area on the map marked "No Vehicle Access". Please park on the right end of the building near Field #4.

---

**Take down is usually the 1st day of each month at 10 am (except Jan.); Install is same day at 11 am. Questions? Contact Denise Nomura at [wildergallery@lamorindaarts.org](mailto:wildergallery@lamorindaarts.org). Note: Art gallery is curated by an all-volunteer staff from Lamorinda Arts Council; please be respectful of their time.**

**Parking:**

Take Highway 24 towards the Caldicott Tunnel. On the East side of the tunnel (Orinda side), take the Wilder exit. Upon entering the Wilder development take the first right into the field parking lots. You will see a sign for the Art & Garden Center. Drive through the lots as far as possible until you see the stairs and ramp up to Fields 4 and 5. Park here.



**The Lamorinda Arts Council hopes you enjoy exhibiting in the Art Gallery at the Wilder. We are proud to display the creative output in our local communities and thank you for doing your part to keep creativity alive and well!**

**The mission of the Lamorinda Arts Council is to ignite and sustain artistic expression and appreciation for all ages throughout Lamorinda.**



---

**Take down is usually the 1st day of each month at 10 am (except Jan.); Install is same day at 11 am. Questions? Contact Denise Nomura at [wildergallery@lamorindaarts.org](mailto:wildergallery@lamorindaarts.org). Note: Art gallery is curated by an all-volunteer staff from Lamorinda Arts Council; please be respectful of their time.**