



26 ORINDA WAY • ORINDA CA 94563

INSTALLATION & TAKE DOWN INSTRUCTIONS ~ WELCOME!

Art Gallery is on Second floor of Library. Please Bring Completed Release Form and Review all Instructions at lamorindaarts.org/gallery/exhibitor-information-instructions

- **Artwork framed in glass is PROHIBITED; acrylic or plexiglass frames only.**
- Exhibitors must install their own artwork; curators are present to open cases, answer questions and assist if needed. Bring competent help.
- Nothing can be nailed, screwed or taped onto any surface in the art gallery.
- Exhibitor must provide printed 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 on wood panels or white wall must be affixed with museum putty NOT self-stick labels or tape. Self-stick labels can be attached to cardstock or index cards then cardstock or index cards can be attached with museum putty.
- Printed labels in glass cases can be free standing with self-stick labels on folded cardstock or index cards or affixed with museum putty.
- Art gallery is lit with LED lighting day and night including glass cases.
- **A 6' ladder is available ONLY if you bring a helper to assist you.**
- **Sale of Artwork:** During exhibit a sale is indicated by placing a red dot on the sold work's label; curators have red dots in Gallery Room storage box.
 - All sales must be completed online. Buyer takes possession of the artwork at the take down or another mutually convenient time.
 - Buyers must go online to <https://LamorindaArts.org/online-galleries> to purchase art. Online sales are addressed in an additional document.
 - A 20 % commission is required to be paid to the Lamorinda Arts Council on any sale connected with the exhibit. Please mail a check payable to Lamorinda Arts Council, PO Box 121, Orinda CA 94563 or pay online at <https://lamorindaarts.org/donate/>; in Comment field enter "commission."
- There is a six-slot business card holder across from the 3 shelf glass case provided for the use of exhibiting artists (photo p. 10).

Take down is usually the 1st Saturday of each month at 10 am (except Jan.); Install is same day at 11 am

Questions? Contact Curation Team at gallery@lamorindaarts.org or call 925.359.9940.

Note: Art gallery is curated by an all-volunteer staff from Lamorinda Arts Council; please be respectful of their time.

Wood Walls – Four South Facing Recessed Walls Near Interior Library Entrance (see photos)

- Prior to show attach picture hanging wire to back of artwork or frame with flat-eye hooks or D-rings strung taught across entire width of artwork or frame 2” below top.
- There are 20 vertical rods and 50 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.
- Media holder for your artist statement or other media is provided; look on opposite wall near women’s room sign.

3 Shelf Glass Case – West Facing, Parallel to White Wall Near Garden Room (see photos)

- Depending on size, 40+ items can fit in this locked glass case; curators have keys.
- Please use glass cleaning materials stored in Gallery Room to clean glass.

White Wall – West Facing, Adjacent to Library Auditorium Doors (see photos)

- Prior to show attach wire to back of artwork or frame with flat-eye hooks or D-rings strung taught across entire width of artwork or frame 2” below top.
- There are 20 vertical rods and 50 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.
- LED lights above white wall cannot be moved.
- Media holder for your artist statement or other media is provided; look for thermostat near three shelf glass case – media holder is underneath it.

4 Shelf Glass Case – South Facing, Adjacent to Library Auditorium Doors (see photos)

- Depending on size, 50+ items can fit in this locked glass case; curators have keys.
- Please use glass cleaning materials stored in Gallery Room to clean glass.
- Media holder for your artist statement or other media is provided; look to left of glass case.

Take Down – Exhibitor must take down artwork on designated day/time; there is no storage. Contact Curation Team to designate a substitute to pick it up.

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Wood Wall - Four South Facing Identical Recessed Wood Paneled Walls Beginning at Interior Entrance to Orinda Library

Wood Wall 1



Wood Wall 2



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Wood Wall 3



Wood Wall 4



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*Media Holder for Exhibitor Use on Wall Opposite Wood Paneled Walls
Next to Women's Room*



*L to R, Water Fountain, Trash/Recycle Bins, Media Holder Across from
Wood Walls*



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View of Foyer from 3 Shelf Glass Case to Interior Entrance of Orinda Library on Far Left



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



Affix picture hanging wire to artwork or frame with flat-eye hooks or D-rings strung taut 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. Go here for link to, "How to hang a painting with

wire and D-rings" <https://www.thespruce.com/how-to-hang-a-picture-with-wire-5195068>.

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3 Shelf Glass Case Next to Garden Room ~ Media Holder for Exhibitor Use on Far Left Under Art Gallery Poster Frame



View of 4 Shelf Glass Case from Garden Room ~ Library Auditorium Doors Located in Far Right Corner



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Page 7 of 13 pages

White Wall – West Facing Wall Viewed from 4 Shelf Glass Case



Same Wall at Other End Showing Media Holder for Exhibitor Use



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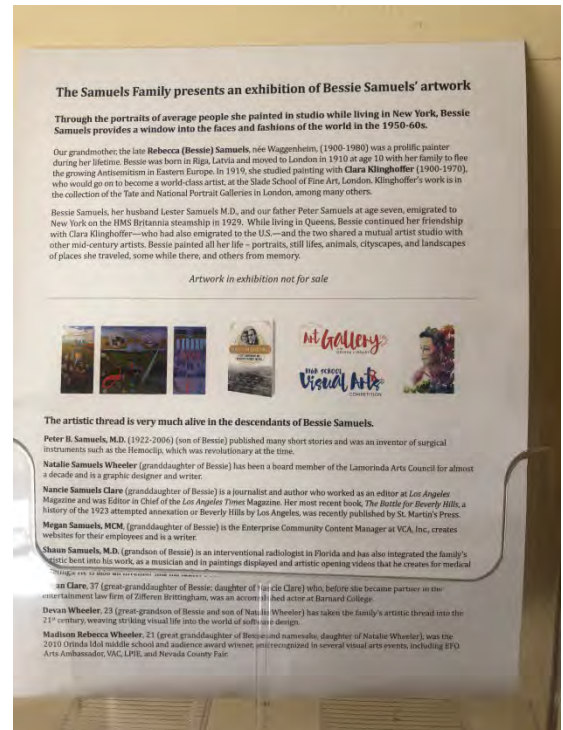
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4 Shelf Glass Case Adjacent to Library Auditorium Doors (not visible on far right)

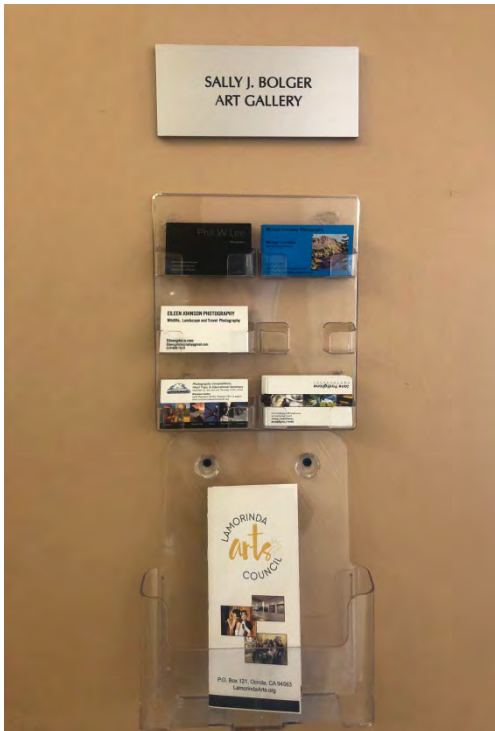


Media Holder to Left of 4 Shelf Glass Case for Exhibitor Use ~ Sample of Exhibitor Use on Right



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 Page 9 of 13 pages

Six-Slot Business Card Holder for Exhibitor Use Across from 3 Shelf Glass Case



Media Holder Beneath Business Card Holder is for Lamorinda Arts Council Use Only

One of 3 Art Gallery Frames Displaying Monthly Posters Provided by the Lamorinda Arts Council to Highlight Changing Exhibits



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View of Outdoor Patio from Inside Art Gallery Near Library Auditorium Doors



View of Outdoor Patio ~ Wood Doors on Left Open Facing White Wall ~ Elevator from Orinda Library Plaza Level Not Visible on Far Right



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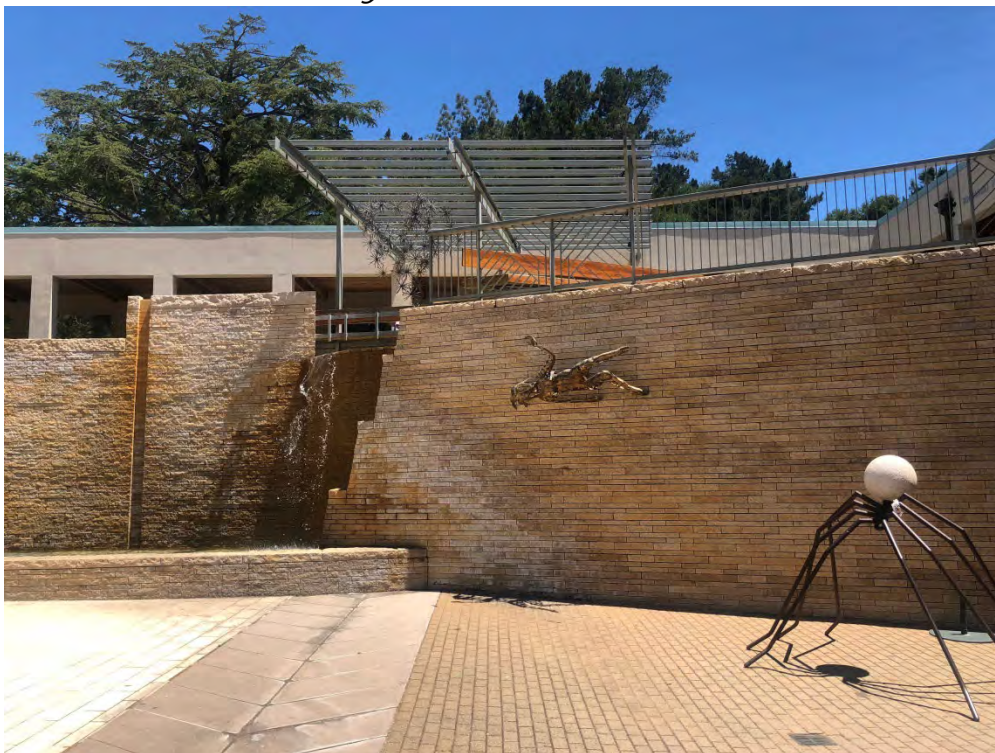
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View of Seating Area on Outdoor Patio ~ Water Feature Flows in Front of Railing



View of Orinda Library Plaza Level ~ Entry to Art Gallery is on Second Level Accessed by Stairs on Left or Elevator on Right



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Orinda Library Plaza ~ Gallery is Accessed by Elevator to the Second Floor. Note Lamorinda Arts Council Exhibit Poster frame to Left of Elevator Door.



From the Library Parking Garage, the Elevator is Opposite the Orinda Association Office.

From the Street Entrance at 26 Orinda Way, the Elevator is to the Right of the Fountain, around the Corner of Café Teatro to the Right.

From the Orinda Community Center, the Elevator is Opposite the Orinda Association Office.



The Lamorinda Arts Council hopes you enjoy exhibiting in the Art Gallery at the Orinda Library. We are proud to display the creative output of 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 Lafayette, Moraga and Orinda.

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