



## Installation and Deinstallation Overview

- **Gallery Waiver:** Go to [https://lamorindaarts.org/how\\_to\\_exhibit/](https://lamorindaarts.org/how_to_exhibit/) and look to the drop down list on the right. Click on “Gallery Waiver” and download a PDF of the form. Make sure you have listed *all* artwork to be installed on the back of the waiver and *sign* the Waiver. Bring it to the Install and give it to a curator.
- Artists install their own exhibit; bring competent help if needed. Plan out your exhibit before arriving. Curators shall assist. Installation must be completed before the library closes for the day. Installation, Deinstallation and Reception dates are provided by your curator.
- Make sure your 2-D art is ready to hang on our Walker Display System (google to understand system). Use braided picture framing wire (secured with eye-screws or D-rings). **NO GLASS FRAMED ART ALLOWED ON WALLS. Use acrylic or plexiglass.** If art is over 50 pounds, see curator for an extra vertical rod and hanger/extra rod stops with thumb screws (color-coded red- ask curator for help with this process). Glass artwork and sculpture may be exhibited within the glass display cases.
- Click on “Art Gallery at the Orinda Library Installation and Deinstallation Instructions.” Download this PDF.
- Click on Display Dimensions for the Art Gallery at the Orinda Library here: [https://lamorindaarts.org/how\\_to\\_exhibit/](https://lamorindaarts.org/how_to_exhibit/). Download a PDF of all exhibit space dimensions in the Gallery.
- Artist must provide typed printed identification labels at time of install with artist’s name, title of work, dimensions, media and pricing, for each work displayed. Use a 16 pt. **bold** sans serif font such as Arial. If artwork is not for sale, please add “NFS” on label or price list. Paper weight is lightweight cardstock approximately the size of a 2” x 3” business card. Click on “Label Instructions” to see an example.
- LAC supplies a ladder, step stool, levels, and pliers.
- There are hangers and rods available for display purposes. Rods slide side to side on the top molding. Use two rods for large (more than 30” length) 2-D art. Hangers have a rod stop with a thumb screw for up and down

adjustment on the rod. Give the screw a **very slight** tightening with the pliers for security.

- LAC Curators supply the Exhibition posters and the approved Museum Putty to adhere ID tags and other light weight paper documents to the walls. Other Museum Putty from artists must be cleared by curator.
- Place artist's statements and business cards into special clear plastic holders in three gallery areas. A small half-moon table in the gallery can be used for additional space.
- Red Dots, which indicate sold art, are supplied by curators.
- For instructions on how to sell artwork, click on "Preparing Your Artwork to Sell Online".
- Reception details will be discussed by curator during installation.
- Deinstallation is direct and simple. After the approximate monthlong exhibition, artwork is removed, usually on the first Saturday of the following month at 10:00am, in time for the next exhibition installation at 11:00 am. Leave the rods, hangers, rodstops/ thumb screws in place. Take down your ID tags, save the Museum Putty and remove any documents or business cards from the acrylic holders.

If you have questions, please email [gALLERY@lamorindaarts.org](mailto:gALLERY@lamorindaarts.org)

**Thank you for exhibiting in the Art Gallery at the Orinda Library**  
**Lamorinda Arts Council Curation Team**