

# EXHIBIT INSTALLATION PROCESS

## Exhibitors are expected to:

- Load in all pieces for the show
- Hang the show
- Label the pieces. Prices may be displayed on individual works with labels positioned near the works. Labels positioned near the works can include the price, thus eliminating the need for a price list. See example below:



- Produce and send invitations, if desired
- Provide a guest/visitor sign-in book, if desired
- Make all arrangements for a reception, if desired
- Dismantle and remove all pieces at the conclusion of your exhibition
- Review the floor plans of the exhibit space for which your exhibit will be on display to determine how many pieces the space can accommodate. By estimate that usually amounts to 20-25 for the corridor and in the conference room area and 25-35 pieces in the community room area. (see the attached floor plan)
- It is advised that work be set on the floor directly underneath the wall where they will be hanging, so that there will be a sense of the installed pieces positions, and there will be a better idea of what is being presented.
- **EDIT.** Don't hang every piece, choose pieces that are cohesive and flow together.