



## EXHIBITION & INSTALLATION GUIDELINES

The Tippecanoe Arts Federation provides opportunities for regional artists to display their work at the Wells Community Cultural Center in downtown Lafayette. Originally built as a memorial library in 1926, the Wells Community Cultural Center features three galleries that showcase a broad range of talents and media.

Exhibitions at the Wells Community Cultural Center are selected through a juried process. The building which acts as a hub for the arts in Greater Lafayette also serves as venue for regional, contemporary art embedded in a multidisciplinary, accessible, and community-driven space. Once exhibitions are scheduled, artists are given a contract that outlines exhibition requirements and installation guidelines, including those listed below.

### INSTALLATION:

1. ARTIST agrees to display artwork in TAF Galleries at ARTIST'S own risk. ARTIST understands that TAF is not responsible for the care and safety of ARTIST'S work. Should any artwork or exhibit be damaged for any reason, including accident or negligence, TAF bears no liability whatsoever.
2. ARTIST must supply an inventory list that includes all of the exhibited artwork at the time work is delivered to TAF for installation.
3. ARTIST is responsible for the installation and removal of his/her exhibit in accordance with the following guidelines:
4. The Wells Community Cultural Center can accommodate 2-dimensional and 3-dimensional work, including interactive installations.
5. Artwork must be displayed in a professional manner, e.g. framed. Artists may borrow TAF's pedestals and should consult the galleries inventory for planning purposes.
6. Artwork must be properly prepared for installation with hanging wire or cleats to be used in conjunction with the gallery's Walker Display system. *Due to the gallery's hanging system, no sawtooth hangers may be used.*
7. Artwork installed using the gallery's hanging system must:
  - i. Be installed using the provided display system rods and hanger attachments.
  - ii. Not weigh more than 60 lbs; with any artwork over 50 lbs using a minimum of two hanging rods.
  - iii. Have a cumulative weight less than 150 lbs per 8' molding used.
8. If ARTIST does not utilize the gallery's hanging system, alternate installation methods must be approved by a TAF staff member at least 30 days in advance of Show's installation.
9. Artwork size may be limited by the building's doors, which are 4'11 wide x 6'10" high. Size may also be limited to items less than 80" tall due to the hanging system's height.
10. ARTIST must supply and install all labels for art pieces, sticky tack to hang labels, and a price

list by the opening date of the exhibition.

**DE-INSTALLATION:**

1. All work must remain on display during the published exhibition dates.
2. ARTIST is responsible for returning the gallery to its original state if physical alterations are made to any surfaces in the exhibitor space.
3. The ARTIST is responsible for completing this work by the show's scheduled de-installation date.