

ART EXHIBIT SPECIFICATIONS

Student Art Exhibits at Tilles Center
Patrons Lounge

~ PLEASE PAY CAREFUL ATTENTION TO ALL DETAILS ~

RECEPTIONS

Receptions are coordinated through Tilles Center's Arts Education Department. If a reception is requested, it must be scheduled **at least** one month in advance. Tilles Center will open the building and provide house staff as necessary. Costs for house staff may be incurred.

HANGING

All artwork will be framed and hung by your school's staff. A Tilles Center staff member will be on premises during the installation. All work will be hung from the hanging system installed in the Patron's Lounge. **No nails, screws, tapes or other type of hanging devices are permitted.**

INSTALLING & REMOVING

Art work will be hung by your school's staff. Art work must be brought and hung on the dates and times agreed upon. Please do not bring your work to Tilles Center any earlier or later than the installation times you were given. A Tilles Center staff member will be on premises during installation. Art work must be removed by the school staff on the date and time previously scheduled.

CONTACT INFORMATION

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- Each exhibit can accommodate a **maximum of 35 pieces** of hanging, 2-dimensional art work in Tilles Center's Patrons Lounge.
- Absolutely no sculpture or free-standing art is permitted.
- Pieces should weigh **no more** than 20 pounds.
- All work must be framed or permanently mounted and wired for hanging on a hook. Our hanging system consists of wall mounted tracks, sliding hangers and adjustable hooks.
- **Tilles Center provides a set of black metal frames which you may use for works on paper.** (Our frames have non-glare acrylic and foam core backing. If you use our frames, we suggest you bring an anti-static cleaner or Bounce fabric sheets to reduce static.) Frames will be made available in the exhibit space at your installation (at no time will the frames be permitted to leave the building.) All pieces should be matted prior to the exhibit.
- Each piece should come with a plain white (un-lined) card (maximum size 3" x 5") which will include the student's name, school name, grade, medium and title of the piece (typed). **These cards may be inserted into the frames, or may be affixed to the wall below the piece with "fun tack" ONLY. NO TAPE MAY BE APPLIED TO ANY WALL!** ("Fun tack" is the only permissible adhesion that can be used to secure title cards to walls.)
- **We do not provide a "title sign" for your exhibit.** Please prepare your own title sign indicating the name of your school and other relevant information about your exhibit and be sure that it is suitably mounted and/or framed to be hung similarly to the other works near the entrance of the exhibit room.
- Exhibitors may provide bottled soft drinks and cookies or crackers at a reception. If you wish to offer any additional food or beverage service, then the entire catering service must be contracted through the LIU Post Campus Food Service and paid for at time of service. Contact The Arts Education office for catering information. **There will be no exceptions to this policy.**

FRAME SIZES AVAILABLE:

Small (11" x 14")	9 frames
Medium (16" x 20")	17 frames
Large (18" x 24")	15 frames

All work is displayed at the exhibitor's risk. Long Island University does not accept responsibility or liability for any theft, damage, copyright infringement or other loss or damage to any work on the premises. Please keep in mind that all work is displayed in an unlocked room which is open to the public.