



## PIPER GALLERY HANGING INSTRUCTIONS AND INFORMATION

The Piper Gallery, located downstairs in the Center for the Arts lobby, is open during regular business hours, Monday through Friday, 9:00 AM to 5:00 PM and during events for ticket holders.

Entry to the gallery itself is free to the public.

Artists typically load in to the gallery on Monday at the start of the show from 1 – 5 p.m. and load out on Monday at the end of the show from 9 a.m. – 12 p.m., unless other arrangements have been made.

We do not have dedicated staff to “man” the gallery at all times, therefore, work can be purchased through any Center employee on the premises during normal business hours. There is a framed sign in the gallery directing patrons as to how to purchase work, including what to do when a Center employee cannot be located (during a late show, outside of business hours, for example).

### HANGING YOUR SHOW IN THE PIPER GALLERY

The Piper is a self-service gallery and artists are responsible for both installing and hanging their show as well taking it down.

Artists may hang artwork on any wall INSIDE the Piper Gallery. If you require additional space, please contact the Visual Arts Director, Melissa Mason, for permission to use the stairwell or other spaces. Thank you!

**PLEASE NOTE** we do have pedestals for use in the gallery, however, with the new lobby location, we cannot guarantee the safety of artwork on pedestals during shows and ticketed events. We strongly recommend that artwork be hung on our walls, or if you choose to display artwork on pedestals, that you secure or remove the work during busy events and shows. Also, pedestals are only available upon request.

The Center for the Arts has a kit of supplies for hanging your show. This kit contains hangers that can accommodate a variety of weights, hammer, putty, tape measure, screwdriver, and pliers.

**Artists are responsible for patching any holes on the last day of their show with spackle and paint provided by the Center. This must be done on the day you take down your show.**

When hanging tags beside your artwork, please do not use sticky labels or double-sided tape as it will pull the paint off of the wall. In the hanging kit is wall putty, and a little glob is all you need to hold your tag to the wall.

An artist’s statement or biography is recommended to hang with your show as visitors generally enjoy reading a little something about you and your work. Another nice touch is a guest book for people to sign and write their comments.

### Piper Gallery Dimensions

All in the Piper walls are textured and painted off-white. Below are dimensions:

Main Wall	10 ft x 10 ft	100 sq ft
Bath Wall	31 in x 38in	8.2 sq ft

Side Wall #1 15 ft x 6.6 ft Vaulted right side approx. 95 sq ft

Side Wall #2 15 ft x 6.6 ft Vaulted left side approx. 95 sq ft

\*\*\*If you require additional space, talk to Melissa Mason for permission to use stairwell space.\*\*\*

There are seven, off-white wooden pedestals available for displays, and they may be moved around the gallery and used to show work, house information, or set up food and drink for your reception (however, please see note on pedestals above). Dimensions are:

- 16" high, 18x17.5" top
- 30" high, 23x23" top
- 33" high, 30x30" top
- 36" high, 18x17.5" top
- 41" high, 15.5x13.5" top
- 42" high, 18x17.5" top
- 44" high, 18x17.5" top

The Center also has other, non-display, tables that can be used in the gallery for display of food or beverage for your reception.

**Reception Options**

You may choose to offer a hosted bar at your reception. A trained Center bartender is required to serve all alcoholic beverages, and it is the responsibility of the artist to cover this expense (\$12/hour) and the cost of all alcohol served (see price list below). We extend to you our "cost" prices on beer and wine to ensure hosting a bar at your reception is affordable. Please contact us to schedule a bar at your reception. Also, if you wish to serve them, you are responsible for providing soft drinks and food.

**CFTA LIQUOR PRICES for GALLERY OPENINGS**

Wine	Red: \$7.00/bottle	White: \$7.00/bottle
Beer	Import/Craft: \$2.00 each	Domestic: \$1.50 each
Misc.	Bartender: \$12.00 per hour	Wine Cups: \$7.00 per sleeve of 20
Misc.	Soda Cups: \$10.00 per sleeve of 50	Bag of Ice: \$3.00
Other	Soda, Bottles of Water, etc.: \$1.00 each	

\*Selection and pricing may vary, please check for current stock.

Please contact us if you would like to offer a hosted bar.

**Reception Music**

We do not have the capability to play music for you at your reception in the Piper Lobby Gallery. If you would like to have music playing, please bring a CD player, boom box, or Bluetooth speaker with device to play music.

I have read, understand, and agree to the **PIPER GALLERY HANGING INSTRUCTIONS AND INFORMATION.**

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Artist    Date    Center Employee    Date