



PIPER GALLERY HANGING INSTRUCTIONS AND INFORMATION

The Piper Gallery 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).

We can supply, by request only, a mailing list if you choose to mail invitations or postcards.

HANGING YOUR SHOW IN THE PIPER GALLERY

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

Artists may hang artwork on any wall INSIDE the Piper Gallery. We ask that you NOT hang work in our stairwells, lobby, or auditorium. Thank you!

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, screw driver, 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 putty to use, 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 guestbook 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:

West Wall	21' linear	5' high with window on NW side
	space	

North Wall	14' linear space	10' high
East Wall	20' linear space	Vaulted wall at least 12' peaked
South Wall	11' linear space	10' high

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. 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	5 Barrel Pale Ale: \$7.50/6 pack or \$1.25 each	Budweiser: \$6.00/6 pack or \$1.00 each
Misc.	Bartender: \$12.00 per hour	Wine Cups: \$6.00 per sleeve of 20
Misc.	Soda Cups: \$9.00 per sleeve of 50	Bag of Ice: \$2.00

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

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

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

 Artist

 Date

 Center Employee

 Date