

RED RIVER VALLEY MUSEUM
EXHIBITION INFORMATION SHEET

Title: _____

Project Lead/Curator/Artist: _____

Phone Number: _____ **Email:** _____

Exhibition delivery date: _____

On-view dates: _____

Opening reception date: _____

Exhibition pick up date: _____

Description of exhibit: _____

Size of exhibit (number of works of art, average size of each work, etc): _____

Project Lead Signature: _____ **Date:** _____

Museum Staff Signature: _____ **Date:** _____

ARTIST RESPONSIBILITIES FOR AN EXHIBITION: These are actions that an artist should take to help assure better exposure for work in an exhibition, better handling of artworks, and the most positive outcome for your exhibit.

Preparing your artwork for display

- All work must be suitably framed to a professional standard. Canvases may have neat gallery-wrapped edges. Work must be wired and ready for hanging.
- A label must be affixed to the back of the work with the title and artist name
- Prepare a checklist of objects for the exhibition that includes title, artist, date, dimensions, media, and any other pertinent information
- If your exhibition contains any sculptural work, please provide dimensions of the base of each sculpture so we can ensure that we have adequate pedestals available.

Delivering your artwork in person?

- Deliver all work to the museum on date decided upon.
- You may hang/display your show entirely yourself OR provide display and assembly instructions for museum staff. If museum staff will be hanging your artwork for you, you **MUST** provide advance notice.

Shipping your artwork?

- Artists who cannot hand deliver their work will be responsible for shipping their artwork to the RRVM. Return shipping must be prepaid.
 - Ship to: Red River Valley Museum, 4600 College Drive, Vernon, TX, 76384
- Label box with your name and contact information inside and out.
- Unpacking and packing instructions (as necessary) should be included in the box.
- Packing List (or Inventory) for work shipped, including prices.
- Display and assembly instructions in the box as necessary.

Sales

- Any artwork on display at the RRVM *can* be marked for sale. The RRVM will retain a 20% commission from the listed price if any items sell during your shows on-view dates.
- Sold artwork will not be removed until the exhibition closing date.
- You will receive the profit from your sales upon completion of the exhibit.
- Purchaser information is available to you upon your request.

Publicity *We want to help you publicize your exhibition! By providing the following information we can do our best to bolster you and your work.*

- Professional quality images of the work to be exhibited (send these as early as possible!)
- Artist statement specific to the work shown
- Copies of articles or recent publicity

Insurance

- You may provide insurance coverage for loaned objects. If you ensure your work, please submit a certificate of insurance to the RRVM.