

Campus Center Art Wall

The Campus Center Art Wall on the upper level of the facility is intended for the informal display of student, staff or faculty exhibits. Exhibitors, in addition to completing an R25 reservation and having an event consultation, must also complete the attached Campus Center Art Wall Release Form, which must be signed by both the artist and the sponsoring organization, before the exhibit may go up. Questions about the Campus Center Art Wall should be directed to the Assistant Director for Campus Center Facility Services.

The following are the guidelines established by the Campus Center for use of the system:

Reservation Process

The Art Wall must be reserved through the on-line calendar, R25. Reservations may not exceed 16 days and must be reserved for a minimum of 4 days. Included within the 16 day reservation period are "set up" and "takedown" days. This means that an exhibit will be "online for viewing" for a period of 14 days with the first day of the reservation designated for set up and the final day for takedown. Requests for the display space must be submitted no less than 7 calendar days prior to the first day of the exhibit.

When set-up and take-down days fall on weekends, Campus Center Managers will oversee the installation of the exhibit. All set-up and take-down will be the responsibility of the sponsoring organization. Sponsors/Sponsoring Organizations who do not adhere to their exhibit dates will lose privileges for two consecutive semesters.

Consultation

Sponsoring organizations must schedule a consultation with a Campus Center administrative staff prior to exhibit set up. Upon receiving a space confirmation from the student space scheduler or Campus Center administrative staff, you will be contacted to schedule a consultation. During the consultation the staff will determine whether (or not) an exhibit is suitable for display in the facility.

Staffing/Set Up

Artist's/exhibitors and/or sponsoring organizations assume responsibility for setting up their own exhibits. Campus Center staff will provide exhibit hanging materials limited to the existing exhibit hanging system. Additional materials must be provided by the artist/exhibitor and/or sponsoring organization and must be pre-approved by Campus Center administrative staff prior to set up of an exhibit. Taping, tacking and nailing to the physical structure of the facility are strictly prohibited.

Campus Center student staff is restricted from setting up exhibits. In the event that student staff is asked to assist, they will not be held responsible for damage to exhibits during handling. ***Refer to the Campus Center Art Wall Release Wall for additional information.***

Logistics

The Campus Center Art Wall can accommodate 12 – 24 art exhibits dependent upon the size of each exhibit, the exhibit's physical characteristics, weight, height, depth, and mounting capabilities. The maximum weight per exhibit "rod" is 50lbs. The maximum weight per each section of 8' molding is 150 lbs. There are 3 vertical "mounting rods" for each section of molding and 4 moldings total for the Art Wall. It is possible to display more than one exhibit on a single rod again, depending on the size of the exhibit.

Exhibit System Description

- **Mounting Rod** – Mounting Rods are 5' vertical rods that hold artwork.
- **Long Holders** – Long Holders are adjustable and designed to hold artwork with borders of 3/4" or less. Long holders are 5 inches wide and can be adjusted vertically on the hanging "rod". For every hanging rod there is (1) long holder. Long holders can be thought of as a "tray" that supports the bottom edge of artwork. Long holders are typically used at the bottom of the hanging system to support artwork.

- **Hi-Holders-** Hi-Holders are adjustable and designed to support artwork that has a wire, string, cable or line attached to the back side of the artwork. Hi Holders are 5" wide and are typically used at the top of the exhibit hanging system.
- **Security Slides-** Security Slides are adjustable and designed to work in tandem with Hi-Holders. Security slides are typically located above a Hi-Holder and when lowered onto the Hi-Holder, prevent removal of hanging wires that are affixed to the back side of the artwork and hung onto the Hi-Holder.
- **Panel and Mat Holders -** Panel and Mat holders are adjustable and are designed to hold the top and bottom edges of panels, mats, and framed artwork.
- **Rod Sleeves –** Rod Sleeves attach without tools to the molding and can be positioned anywhere on the mounting rod. Rod sleeves contain a very small "set screw" that can easily fall from the rod sleeve when loosened. The rod sleeve can be moved either up or down on the mounting rod. A small hex wrench is required to loosen and tighten the set screw. When loosening a set screw, exercise caution and loosen the screw gradually until the rod sleeve easily slides up or down the mounting rod. Try not to **remove** the set screw from the Rod Sleeve, just loosen it.
- **Security Rod Sleeves –** Security Rod Sleeves are designed to secure the bottom of the mounting rod to molding at the bottom of the display wall. Security Rod Sleeves contain a very small "set screw" that can easily fall from the sleeve when loosened to adjust a sleeve either up or down the mounting rod. When loosening a set screw, exercise caution and loosen the screw gradually until the rod sleeve easily slides either up or down the mounting rod.
- A detailed overview with a description of the system will be covered during the event consultation.

Groups using the system are responsible for all components of the hanging system they use during an exhibition.

Replacement costs of \$5 per part will be charged to the sponsoring organization for all parts not turned in at the completion of the exhibit. A detailed list of all parts will be checked out when the exhibit goes up and checked back in at the end of the exhibit by Campus Center Staff.