THE CENTER FOR THE VISUAL ARTS
427 Fourth Street, Wausau, WI 54403
(715) 842-4545 ● Fax (715) 848-8314 ● www.cvawausau.org ● cva@cvawausau.org
OPEN: Tues.-Fri. 10-5 Sat.. 10-4 Closed Sunday, Monday & Holidays

GUIDELINES FOR EXHIBITORS

Winning artwork will be displayed in the Loft Gallery of the Center for the Visual Arts; therefore, work must be properly prepared for gallery display.

- The minimum requirements for student 2 dimensional art:
  - Work must be mounted on foam core, using an Elmers dry mount spray.
  - All work must have a label on the back with the following information:

    Student Name
    Address
    Phone number
    Title
    Medium
    Grade/School
    Member's Name
    State/District

  - Matting of work is optional, but always provides a better presentation.
  - If a student frames their work, it must have a **secured wire** on the back. **NO saw-tooth hangers will be allowed.**
  - If artwork is framed, you must use Plexiglas. Work framed with glass can be to heavy for our hanging system. If framing with glass, the CVA is not responsible for broken or damaged glass, frames, or artwork.
  - The CVA will take responsibility for wiring the back for hanging.
  - Each artist must fill out the Exhibitor Contract

- If damage or deterioration is noted, you will be notified at once. Should damage occur in transit, the carrier will also be notified and all packing materials saved for inspection. Any damage occurring in transit during the return of objects to you should be reported **IMMEDIATELY** to the Center for the Visual Arts and to the carrier.
- Artwork is fully insured by the Gallery against loss or damage (unless due to faulty materials or workmanship) while in our possession. Should loss or damage occur, the Center or its insurer will pay you the stated insurance value or sale price minus the Center's commission. The Center is not responsible for damage or theft of work while in transit.
- All labeling of information for the exhibit will be taken from the **Exhibitor Contract**. If there are any changes to be made, it is your responsibility to contact the Center. All **works must be clearly labeled with a tag on back of each i.e. Artist name, title of work, media, sale price. Any pieces that are not clearly labeled may be excluded from the exhibit.**
- The Gallery assumes the right to photograph works on display for publicity, educational and archival purposes.
- All works to be exhibited in the Gallery must not have ever been exhibited at the Center for Visual Arts.
- All work will remain in the Gallery, as installed, until the exhibit closes. No work will be accepted late or picked up early.
- The CVA reserves the right to omit any artwork from exhibition, for any reason, without notice.

7th Congressional Art Competition

- **Exhibit Dates:** **May 30 – August 2, 2014**
- **CVA Opening Gala** **June 6 from 5-7pm**