



GUIDELINES FOR DUKE DEPARTMENTAL EXHIBITS

The Forrest E. Mars Gallery exhibition cases (I & II), located in the Duke Hospital North Corridor, are available for educational exhibits sponsored by Duke associated organizations or departments. Departmental exhibits will be on display for a period of up to one month, except for the last exhibit in the calendar year which is extended to span the holidays. Each case measures 32 feet long by 6 feet high and 15 inches deep and are secured behind sliding glass panels that stay locked.

There are two deadlines for applications. For displays between July and December, applications must be received by **April 30th**. For displays between January to June, applications must be received by **October 31st of the previous year**.

Applications are accepted by mail, fax, online or by hand delivery to our office in Baker House, Room 295. Space is reserved on a first-come, first-serve basis. Preference may be given to those who have not been represented in the previous year.

Exhibits should: have a healthy and harmonic outlook, and bring beauty to the healthcare environment.

Exhibits should not: have any negative medical connotation, be confusing, confrontational or depressing.

*If your exhibit application is approved, you will receive a confirmation by email. **You will need to sign this confirmation and return it before your exhibit is officially scheduled.** Once the confirmation is received from you, you will receive calendar reminders for the installation and de-installation dates for your Outlook Calendar associated with your Duke email account.*

Signage and Presentation Guidelines – *Your Exhibit Materials should conform to these standards:*

- **Banners** – Must be professionally produced and have grommets for hanging.
- **Text Panels** – Must be professionally produced on foam core (or some other rigid board) and have loop Velcro on the back to adhere to the carpet panels in the case. ***Printed out sheets of paper pinned to the wall are not acceptable.*** Text panels should have at least 24 pt. font.

This is an example of 24 pt. font.

- **Images** – Images that are not framed must be mounted on foam core with loop Velcro on the back to adhere to the carpet panels in the case.
- **Artwork** –
 - Two-dimensional pieces of artwork must be matted, framed or bracketed with approved mats or hardware and ready to hang. ***Printed out sheets of paper pinned to the wall are not acceptable.***
 - Three dimensional pieces of artwork must be no more than 20 pounds, have a stable base, and be 12” deep or less in order to fit in the case.
- **Labels for artwork** - Artwork should have corresponding labels to provide information about the title of the artwork, the artist’s name and the medium. Labels should have a font size of at least 16 pt.

This is an example of 16 pt. size font.

Exhibit Installation Procedures:

An Exhibit Confirmation document will be sent via email to the contact person upon application approval. **The exhibitor must sign, date and return the Exhibit Confirmation document to Arts & Health before the exhibit is on the schedule.** Once the Exhibit Confirmation is received, the exhibitor will receive calendar confirmation for the installation and de-installation dates from Arts & Health.

The contact person will meet an Arts & Health representative on the Installation Date and Time as agreed to in the Exhibit Agreement. A key will be provided to the exhibitor at that time for the duration of the exhibit.

An Arts & Health representative may provide assistance with hanging the exhibit, installing shelf brackets and shelving as time allows. However, the contact person and department applying for the exhibit is responsible for the final display.

Exhibitors are strongly encouraged to provide additional items (such as book easels, acrylic stands, etc.) if these items are mandatory for the display.

The key provided to the contact person on behalf of the exhibiting department must be returned to Arts & Health the same day the exhibit comes down. If the key is lost, there will be a \$10 service fee charged.

Exhibit Take Down Procedures:

The exhibitor will meet at the agreed time on the last day of the exhibit to take it down.

The exhibitor is responsible for the removal of all display items, including hardware, nails, pins, etc. at the designated take down time.

Arts & Health is not responsible for damage to any exhibit materials or for storing uncollected exhibit materials. Uncollected materials will be discarded due to lack of storage space available.