**Pop-Up Exhibition Guidelines**

1. **Delivery** – Westmoreland @rt 30 is located at **1000 Village Drive, Greensburg, Pa** (see map). Please use the loading dock located on the North side of the building. You can announce that you are delivering to the greeter in the lobby and we will open the dock door for you.
2. **Installation** – Will occur on **Monday 12:00 – 5:00 pm** and **Tuesday 9:00 – 5:00 pm\***. The Museum is closed to the public but staff is here on those days. The artist(s) whose work is in the previous show will de-install Monday morning in preparation for the next artist. Artists are to provide installation equipment and may use any standard screws, nails, hangers, etc. that your work requires. The Museum is unable to provide pedestals, but does have a small quantity of wall-mounted shelves available in 36” and 48” lengths. If you have special installation requirements, please contact me to discuss those needs. Signage, such as title/name, labels, text panels and checklists, is optional but recommended in some form. If your work is available for purchase, you will also need to provide a price list (see item 6).
3. **Lighting** – The gallery space is outfitted with track lights. You will just need to adjust them to properly light your work. A rolling ladder is available for you to use for this purpose.
4. **PR** – One (1) Press Release will be created by the Museum to announce all of the exhibitions that will be shown at Westmoreland @rt 30. The Museum will market the exhibitions on our website, Facebook page, other social media, and through the Greater Pittsburgh Arts Council artists list serv. Pop-up exhibitions will also be included the Museum’s E-blast and E-News. When they coincide with a printing, these exhibitions will be included in the Museum newsletter. It is requested that each artist submit a sampling of titled high-resolution images **one month prior** to the scheduled exhibition.
5. **Reception** –The reception to celebrate your exhibition will take place during Art on Tap, which is the 2nd Friday of each month from **5:00 – 7:00 pm**. This event is very popular and draws a large crowd so your work will get great exposure. Admission is $7 which includes 2 drink tickets and hors d’oeuvres (each artist will receive one complimentary ticket). If you would like to organize your own small reception, you may do so in the @rt 30 pop-up gallery space on another Friday evening during the run of your exhibition. The Museum is open until 7:00 pm.  **If you choose to host your own reception, please contact Bree Larkin at** **blarkin@wmuseumaa.org** **to select an available date.**
6. **Sales –** If your work is available for purchase, please be sure to provide a complete price list at the time of installation. All sales will be processed through the Museum Shop. 6% sales tax will be included in the total paid by the customer. An 8% transaction fee will be deducted from the list price to cover the Museum’s processing costs. Artists will receive a single payment for sold work at the close of the exhibition. The Westmoreland will not be responsible for the storage of sold work. In some instances, artists may be responsible for arranging delivery of purchased artwork.
7. **De-Installation –** Will occur on **Monday 9:00am - 12:00pm**.**\*** Artists will be responsible for removing all nails, screws, etc., spackling holes, and touching up paint in preparation for the next exhibition. The Museum will provide spackle and touch-up paint.

***\*****In the event of a holiday, installation & de-installation dates may change. Please refer to your confirmation email for specific exhibition dates.*