

# PENINSULA FIBER ARTISTS

## FIBER HABIT WINDOW – INSTALLATION INSTRUCTIONS

### CREATIVE CONTENT

Curators are responsible for the content of the window. The curator and the building's owners have the right to refuse any artwork.

Curators, please note that the Fiber Habit window is privately owned. As a result, we should avoid submitting artwork that could be considered offensive or controversial. Please use commonsense.

We aim to maintain a good faith relationship with the Fiber Habit window owners and the community. Please communicate these points to potential artists as needed.

### DISPLAY SPACE

The Fiber Habit window is approximately 8' by 10' and painted black. There is also lighting around the parameter of the grid. The right side of the window (2' wide) gets the most sunlight. The direct sunlight can fade fabric, so the PFA has hung a vertical banner in that area, which blocks the right-side wall and door area.

### Window Dimensions:

- Back wall: 8' high x 10' wide
- Left side wall: 8' high x 6.5' wide
- Right side wall 8' high x 3.5' wide
- Door: 80" high x 30" wide
- Floor 6.5' deep x 13' wide at its longest point (10' to the door)

### CURATOR'S ACCESS

Curators can access the display space from the outside of the building. There is one key to use for both locks to the display space. Evette passes the key to the next curator. You can also get the key from Debra Olson (360-344-2945, debolson747@yahoo.ca) and return it when the exhibit ends.

- The recommended installation or take down days are after 2 p.m. on Fridays when Gale Investment is closed, after 4 p.m. on Saturday after the Farmer's Market unless the market is closed for winter break, or on Sundays. If you must hang the window on a

workday, please call Gale Investment at 360-385-5044 to ask permission for your specific day and timeframe.

## INSTALLING THE EXHIBIT

**Supplies and equipment.** The previous curator should pass along the bin of supplies which contains various supplies bought for past windows. If additional supplies are needed, curators can spend and be reimbursed for up to \$25 of supplies cost.

Curators will need a ladder to hang pieces. Removable mounting putty is a method you can use to attach signage to flat surfaces.

**Cautions to prevent damage to the space:** A UV protectant film is applied to the inside of the window. Please be careful that the film is not damaged while installing/removing items from the window. Do not use tape or lean anything against the windowpane or wash the inside of the window with any liquid. You may wipe it with the dry microfiber towel located in the supply bin.

### *Spaces available for hanging artwork:*

- Permanent PVC grid near the ceiling can be used to float pieces with fishing line. • Black boxes hidden behind the banner can be stacked to make various display configurations.
- We do own mannequins, 2 metal easels, and more. They are stored at different locations. Ask Evette and she will direct you to where they are.
- Back wall: use screws for the back wall but be careful since there is a large pane glass window behind the exhibit's back wall. A screw gun and level are handy tools to have. • Side walls: Use brad nails or Command strips.
- Display the theme title and pricelist near the front of the window.

## SCHEDULE

Timing	Activity
3 months before installation	Announce the theme at the monthly meeting and the exhibit's duration (usually 2 months).
2 1/2 months before the installation	Email members with the following content about the exhibit: <ul style="list-style-type: none"><li>• Theme</li><li>• Content rules</li><li>• Artwork drop-off dates (before installation, the day of installation) and location</li><li>• Installation date</li><li>• Take down date</li></ul>

Timing	Activity
	<ul style="list-style-type: none"> <li>• Submission form and waiver</li> <li>• Pieces need to be “ready to hang”.</li> <li>• Remind participants that there is a \$10 fee to hang at the Habit Window</li> <li>• I find it helpful to create a spreadsheet with the information from the submission forms. It keeps you organized, and I use it as a cut and paste document to forward to the treasurer, publicity, and web people in the coming few months.</li> <li>• If many of the pieces are from SDA members and you would like it to be included in the SDA-WA newsletter, send information to Evette Allerdings (<a href="mailto:eallerdings@gmail.com">eallerdings@gmail.com</a>). This information needs to be sent to SDA-WA, 2 months ahead of the installation.</li> </ul>
Two weeks before installation:	<ul style="list-style-type: none"> <li>• Send the pricelist to participants to confirm the information.</li> <li>• Send participants’ names to Kathie Cook.</li> </ul>
One and a half weeks before installation	<ul style="list-style-type: none"> <li>• Create labels (the minimum: name of the piece and artist).</li> <li>• Make sure to collect the \$10 hanging fee from participants and mail it to Kathie Cook at 41 Creekside Dr., Sequim, WA 9838 after all fees are collected.</li> </ul>

<p>Day of installation:</p>	<ul style="list-style-type: none"> <li>• Make sure to collect the \$10 hanging fee from participants and mail it to Kathie Cook at 41 Creekside Dr., Sequim, WA 98382. If the artist doesn't pay the required fee, their artwork should not be installed.</li> <li>• Install the artwork following the guidelines in the <b>Installation</b> section.</li> <li>• Take a few photos of participants hanging their artwork in the display space and send photos: <ul style="list-style-type: none"> <li>▪ Approximately 500 kb to Merrie Jo Schroeder (trsmjs@gmail.com) for the website and 2-3 images to Linda Carlson (<a href="mailto:lindaarlson@earthlink.net">lindaarlson@earthlink.net</a>) for publicity.</li> </ul> </li> <li>• Ask Cathie Wier to take a picture of the finished window during dawn or dusk to reduce reflection and send it to</li> </ul>
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<b>Timing</b>	<b>Activity</b>
	<p>Merrie Jo Schroeder (trsmjs@gmail.com) and Linda Carlson (<a href="mailto:lindacarlson@earthlink.net">lindacarlson@earthlink.net</a>).</p> <ul style="list-style-type: none"> <li>• Send a summary of the submission forms to Linda Carlson (<a href="mailto:lindacarlson@earthlink.net">lindacarlson@earthlink.net</a>). I usually send it to her on a spreadsheet. She is mostly interested in the techniques used and city where the artist lives.</li> <li>• Make sure the display area is clean</li> </ul>
<p>Two weeks before the end of the display period</p>	<ul style="list-style-type: none"> <li>• Send an email to participants to pick up their artwork and packing materials at take down (provide time and location options for pickup)</li> </ul>
<p>Day of takedown</p>	<ul style="list-style-type: none"> <li>• After returning the artwork and packing materials to the participants, removing the display materials, and clean the display area (sweep or vacuum, then mop), pass the supply bins and key to the next curator</li> </ul>

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