All forms of creative works by WCU staff and faculty will be considered for inclusion by
the Exhibits Committee: drawings, paintings, sculpture, photography, crafts, poetry, etc.
Please remember that the exhibit will be open to viewing by both WCU and the
community.

Guidelines for submission:

• Limit one entry per person—display space is limited.
• Entries must be accompanied by a label with a title, the creator’s name, and a
  brief description.
• No fragile works requiring special handling will be accepted.
• Works must remain on exhibit for the duration of the show.
• Works may be delivered/picked up only on the designated dates.
• All entries must be clean, dry, and ready to put on display.
• Three dimensional works must be able to fit in the library’s display cases.
• Photographs, drawings, pictures and other two dimensional works that need to
  hang cannot weigh more than 20lbs. These items must be matted and framed
  with hanging wire already attached.

If you have any questions, please call Peter Johnson at x3405 or send an email to
peterj@email.wcu.edu.

All items must be dropped off at the Hunter Library Circulation Desk
Delivery dates: June 2-6, 2014 / 8:00am- 5:00pm
Pick up dates: September 2-5, 2014 / 8:00am- 5:00pm

SECURITY NOTE - Although all items will be handled with care and displayed with all
possible safety measures, Hunter Library does not carry insurance for items in exhibits.
The Exhibits Committee and Hunter Library cannot be held responsible for damage,
destruction, loss, theft or vandalism of submitted works.

By submitting this form the exhibitor acknowledges that he/she has read and
understood the submission guidelines and the safety note.

Please print

Name of exhibitor _______________________________________________________

Title of piece ___________________________________________________________

Medium _____________________    Dimensions ______________________________

Email _________________________________  Phone _________________________