



updated 4/30/2020

NOTICE due to COVID-19 Pandemic / NEW RULES for 2020:

Due to the uncertainty of Fall gatherings and public events, and the ever-evolving State & University directives regarding the pandemic, the following Rules & Guidelines are set forth in order to proceed as effectively and efficiently as possible. We are doing what we can to streamline procedures digitally and accommodate for social distancing while still facilitating the needs of the Student Exhibition. All procedures, forms, submission terms, dates and events are however subject to change. Please follow the current Rules & Guidelines below (updated for use starting 04/30/2020) until further notice.

ALL 2D3D+ Participants: You will need to PROVIDE one (1) copy of ALL three (3) pages of this form upon Digital Artwork Submission with your Artwork Entry Form(s) (limit 3) to artgalleries@cpp.edu before the May 22, 2020 midnight (11:59am PST) deadline. Use Adobe Acrobat to complete all forms. If procedures or dates change any time after your entry submissions are received, all participants will be notified via e-mail at campus (username@cpp.edu) email address.

ARTWORK DISPLAY, FRAMING & HANGING DEVICE REQUIREMENTS & GUIDELINES for 2020

All students MUST prepare artwork according to the following Framing & Display Parameters. For any artwork to be **accepted** for entry in the 2D3D+ Student Art Juried Exhibition you must have your artwork **“Ready-to-Hang”** or **“Ready-to-Display”** in the following ways, depending on 2D-5D dimensionality, upon physical artwork submission:



2D Laminated Artworks: Framing is recommended but optional. These can be hung “as is” with gallery magnet clips or Velcro. If you chose to hang with Velcro, it must be provided at time of submission. Test out hanging the work, prior to submission, to make sure Velcro will be sufficient to hold the weight of the work, and is properly leveled and spaced. If you choose to request gallery magnets or Velcro to be used, you must agree to waive claim on any damage that may occur during installation, de-installation and display.

Oversized Stretched Canvases and Flatwork: Framing is always recommended when possible, but is optional for works not intended to be framed, where “raw edge” is conceptually intended, or artwork is too large to frame without a major expense. However, you must have the PROPER HANGING DEVICES ATTACHED. (D-rings with wire secured correctly. See below.) Work must be “ready-to-hang” upon submission. If not, it will be rejected.

Artworks on Wood or Wood Panel: Framing is generally recommended depending on content of work, but can be optional. However, you must have proper HANGING DEVICES ATTACHED. D-rings with wire or cleats secured correctly. In some cases, HEAVY DUTY saw-tooth hangers attached at the exact center of work, or 2 equally-spaced on the top backside, can be used, but must be properly leveled/straight and secured onto the backside. Test out hanging the work on screws to make sure its hanging devices are properly leveled and secured to the piece. Work must be “ready-to-hang” upon submission and free of splintering.

For **All Other Artworks (esp. Smaller Canvases and Works on Paper):** Artwork MUST be FRAMED with PROPER HANGING DEVICES ATTACHED. Work must be “ready-to-hang” upon submission. No Quick Clip/Slide-on poster frames allowed: they are too difficult to hang and fall from walls easily, damaging artwork.



For **3D Artwork/Freestanding** (i.e. sculpture, ceramics, packaging designs, books, etc.): No framing needed. This type of work will be placed on a sculpture stand, secured to the floor, placed on shelving, book mounts or cradles, based on need. Exception: if there is a 2D component as part of this submission, then see appropriate guidance for 2D. Please ensure that your work is level and flush at the bottom to avoid it tipping over or standing incorrectly.

If **3D Artwork/Wall or Ceiling Hanging** requires any hanging (on wall or from ceiling) you must properly secure hanging devices to artwork, test at home/studio, and supply any additional hanging devices/materials that would be required (monofilament, cables, specialty screws, Velcro, etc.) upon physical submission.



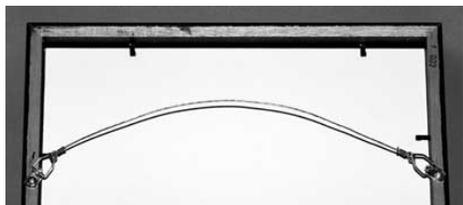
Film, video or Motion Graphics, 4D or 5D: submit a link listed appropriately on your submission form in final proper “ready to view” format. For non-link digital file submission, submit along with submission form. Check carefully that sound is working properly, and proof spelling errors. Make any corrections prior to submission. If not, it will be rejected. Maximum/ Recommended dims: 1920x1080px; mp4 format.

DO'S:

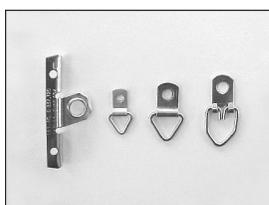
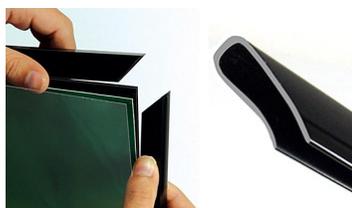
Use traditional artwork frames with a sturdy Saw-tooth Hanger, or D-rings with proper gauge artwork hanging wire already attached prior to submission. Artwork must be "ready to hang" and stably framed prior to submission.

DON'TS:

No framed work on paper without Plexiglas or glass; No Plexiglas or glass without a frame; No string, rope or twine used in place of wire; No hooks or eye-screws used on backside or edge of stretchers in place of D-rings; No Quick Clip/Slide-on poster frames (they come apart too easily, risk damage artwork and are not stable when hanging); No hanging on suspension wires (no wall suspension wires are available in this gallery); No exposed or outside-of-frame devices; No Wonky/Unstable frames; Any of the above, or anything that causes potential risk to the artwork's safety, or is too cumbersome to install, will be rejected for these reasons.

APPROVED HANGING DEVICES:

D-rings with Wire OK

D-rings OK
D-ring Attachments OKHeavy Duty Saw-tooth Hanger
properly leveled and spaced OK**NOT ALLOWED:****NO** Eye-screws**NO** slide-on poster frames
or light weight rails**NO** out-of-frame
or exposed devices**ARTWORK SUBMISSION RULES & GUIDELINES for 2020**

For any artwork to be **accepted** for entry in the 2D3D+ Student Art Juried Exhibition you must agree to the above **ARTWORK DISPLAY, FRAMING & HANGING DEVICE REQUIREMENTS & GUIDELINES**, and the below **ARTWORK SUBMISSION RULES & GUIDELINES**, and follow the subsequent **7 STEPS** for artwork entry:

Submission Limit:

No more than three (3) entries per student.

Artwork must have been created in **coursework of an Art Dept. class** anytime from **April 2019 to**

Class verification will be required with **signature from instructor** (or Dept. Chair if instructor is on sabbatical/unavailable).

Entries with multiple parts count as 1 entry. (i.e. Packaging designs, branding campaigns, poster series, board games, diptychs, triptychs, polyptychs, ceramics, sculptures or mixed media works that are considered a pair, set, or group of inter-related pieces, etc. are acceptable, and counted as one submission. Beware: if 1 or more components of an artwork with multiple parts is unacceptable to the jurors, the entire entry may be rejected.

Artwork must comply with the **ARTWORK DISPLAY, FRAMING & HANGING DEVICE REQUIREMENTS & GUIDELINES for 2020** as directed above (refer to guidelines for 2D, 3D, 4D, 5D, Do's and Don'ts, Approved and Not Allowed in pages prior). Follow as directed based on the dimensional nature of the artworks submitted for consideration.

BLUE - digital/virtual STEPS 1-4**7 STEPS to follow below****YELLOW - physical STEPS 5-7****STEP 1:**

START BY E-MAILING REQUEST for DIGITAL ENTRY FORM(S) to artgalleries@cpp.edu: No more than three (3) art entry forms per student. An ENTRY FORM is required for each artwork submitted. REQUEST ENTRY FORM(S) by E-MAILING the Art Galleries at [above](mailto:artgalleries@cpp.edu) email and provide the following info in your e-mailed request:

- **First and Last Name** • **Bronco ID** • **Best Phone Number** •
- **Major** • **Number of Entry Forms Requested** •

The **CALL for ENTRY FORMS RELEASE PERIOD** will begin **May 1** and go through **May 22, 2020**. Please allow time for your proper completion of form, provision of low- and hi-res images of artworks, and acquisition of required signature(s) from your instructor/Dept. Chair as needed.

STEP 2:

COMPLETE ARTWORK ENTRY SUBMISSION FORM:
 One (1) art ENTRY FORM needed per artwork submitted for consideration. Carefully complete SECTIONS 1, 3 & 4. Make sure ALL applicable areas are fully completed in Section 1, proper digital images are inserted in Sections 1 & 4, and digitally signed by you in Section 3. Note: Artwork info and images provided will be used to produce wall labels and/or digital or printed promotion, and/or for virtual exhibition on websites and/or for social media use.

BLUE = digital/virtual STEPS 1-4 **STEP 3:**

GET VERIFYING SIGNATURE FROM INSTRUCTOR IN WHICH THE ARTWORK WAS MADE: Each submission requires certification from the instructor that the item was created as a result of a class project in the Art Dept. on SECTION 2 of the entry form. Request the required instructor signature from the class in which the entered artwork was made to ensure it was part of the curriculum for that class and made as part of the class's coursework. Art Dept. Chair signature can be requested in lieu of faculty that is on sabbatical or non-reachable.

STEP 4:

NOTIFICATION OF ARTWORK SELECTION:
 Digital jury-review will occur sometime by mid-to-late summer. Once completed, each student will be notified via email of their artwork "Selections" and/or "Non-selections". Post-jurying Notification will occur on or around early August 2020. Please check your @cpp.edu email for notification after **Aug. 1, 2020.**

DELIVERY GUIDELINES OF PHYSICAL ARTWORK to the Kellogg Gallery (Bldg. 35A): If State and University directives allow: Delivery of your "Selected" framed/"Ready-to-Hang" or "Ready-to-Display" artwork(s) with a hard copy of your digitally completed submission form(s), signed by your instructor (or chair) is scheduled for **Wed. | Thurs. Aug. 26-27, 12-4pm** at the Kellogg Univ. Art Gallery (Bldg. 35A). All efforts will be made to abide by all State-mandated social distancing guidelines.

OPENING RECEPTION / FAMILY DAY: If State and University directives allow: **2D3D+'s Family Day** is scheduled for **Sun. Sept. 27, 12-4pm. Opening Reception & Award Ceremony** is scheduled for **Mon. Sept. 28, 6-8pm.** Awards: **7pm.** Doors close at **8pm.** All efforts will be made to abide by all State-mandated social distancing guidelines.

STEP 5:

STEP 6:

STEP 7:

YELLOW = physical STEPS 5-7

PICK-UP OF EXHIBITED ARTWORK: If State and University directives allow: Retrieval of student artwork from the Kellogg Univ. Art Gallery is scheduled for **Wed. | Thurs. Oct. 21-22, 12-4pm.** All efforts will be made to abide by all State-mandated social distancing guidelines. Gallery Staff will be limited, so please plan accordingly or pre-arrange for pick-up by proxy if you can't personally retrieve your artwork. NOTE: Proxy person picking up artwork for you will need to be designated at time of submission and ID will be required from proxy-person at time of artwork retrieval. Any unclaimed work may be disposed of as needed if not picked-up during the pick-up days/times. Please don't let that happen to you!

NOTICE to Participating Students:
 Selected Artwork #s will be noted on both grey areas of page 3 by Gallery Staff upon artwork delivery. The pages above are returned to student for artwork retrieval. Portion below will be retained by gallery for artwork retrieval verification. **Bring** all above forms with your completed Entry Form(s) upon both artwork retrieval.

For office use:	Selected Assigned #s		
Del Date <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Del by: <input type="checkbox"/> PRX <input type="checkbox"/> STU			
Initial <input type="text"/>	parts: <input type="text"/>	<input type="text"/>	<input type="text"/>

CUT LINE

Signing Instructions:
 • **Read** all 3 pages of the 'Hanging & Display Rules & Guidelines'. Only one hard copy needed per student.
 • **Sign** below using **Adobe Acrobat** • **Submit** to Gallery Staff with copy(s) of completed Entry Form(s) for each artwork selected. • **Retain** above forms for art retrieval.

For office use:	Selected Assigned #s		
Del Date <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Del by: <input type="checkbox"/> PRX <input type="checkbox"/> STU			
Initial <input type="text"/>	parts: <input type="text"/>	<input type="text"/>	<input type="text"/>

I have read and understood the above submission requirements and am submitting my selected artwork following the required submission, framing, delivery and pick-up instructions along with my completed Entry Form with caption label info and image for each artwork submitted for juror consideration. Artwork caption info and image may be used digitally for virtual exhibition or promotional use on websites, social media or printed marketing collateral.

_____, 2020
 Student-Artist Signature

_____, 2020
 Date

Print Name _____

Bronco ID _____