

**Brattleboro Museum & Art Center**  
**2021 VERMONT SCHOLASTIC ART & WRITING AWARDS**

Guidelines for Delivery, Pick-Up, and Exhibition of Artwork  
PLEASE READ THESE INSTRUCTIONS CAREFULLY!

**QUESTIONS?**

Call Sarah Freeman at 802-257-0124, ext. 102

**EXHIBIT DATES**

February 19 - March 6, 2021

The 2021 Vermont Scholastic Art & Writing Awards exhibit is open February 19 - March 6, during regular BMAC hours: 10-4 daily, closed Mondays and Tuesdays.

**VIRTUAL AWARDS CEREMONY**

Saturday, March 6, 2021 at 12 p.m. – stay tuned for details

The Awards Ceremony will take place Saturday, March 6. The Awards Ceremony itself will begin at 12 p.m. and end at approximately 1:15PM

**ARTWORK DELIVERY & PICK-UP**

Delivery: February 1 - 14

Pick-up: To be arranged

Address for delivery of artwork:

Brattleboro Museum & Art Center  
10 Vernon Street  
Brattleboro VT 05301  
802-257-0124

Artwork must arrive at BMAC no earlier than February 1 and no later than February 12.

Artwork may be delivered in person Wednesday-Friday 10-4, Saturday-Sunday 11-4. To deliver artwork on a Monday or Tuesday, when the galleries are closed, please call ahead to make arrangements.

If you are delivering artwork in person, please call ahead to let us know when you plan to arrive. If there are several works coming from your school or area, please consider coordinating with others, so as to make as few trips as possible.

Shipped artwork must arrive at BMAC no later than Friday, February 12. If you are having artwork shipped to BMAC, please call or email to let us know when to expect the shipment.

If you would like us to ship artwork back to you after the exhibit closes on March 6, please call ahead to make the necessary arrangements. BMAC is not responsible for artwork left behind after the exhibit closes, if no shipping or pick-up arrangements have been made in advance.

## PREPARING ARTWORK FOR EXHIBITION

All artwork must be clearly labeled with the artist's name and the title of the artwork on reverse or bottom, not on display surfaces. Packing materials must be clearly labeled with the artist's name and title of the artwork.

*All artwork must arrive at BMAC ready to hang/display.* Please refer to the guidelines below for information on how to prepare your artwork for public exhibition.

### Two-Dimensional Artwork

*Painting, Drawing, Mixed Media, Photography, Digital Art*

#### BEST PRESENTATION: *Matted and Framed*

Hinged window mat at least two inches larger than the image in all directions, framed, hanging wire that does not go above the frame when hung. White, off-white, or light grey matboard preferred.

#### GOOD PRESENTATION: *Matted but not Framed*

Hinged window mat at least two inches larger than the image in all directions. White, off-white, or light grey, four-ply matboard preferred.

#### ADEQUATE PRESENTATION: *Mounted, not Matted or Framed*

Artwork is mounted on one sheet of clean, white, off-white, or light grey, four-ply matboard at least two inches larger than the artwork in all dimensions, using half-inch clear mounting corners at each of the four corners.

### Two-Dimensional Artwork (Heavy)

*Ceramic relief, stained glass, etc.*

Relief and stained glass work must be ready-to-hang without the hanging mechanism detracting from the art. Use appropriate screw eyes and/or picture-hanging wire.

### Three-Dimensional Artwork

*Ceramics, Jewelry, Sculpture*

Deliver in containers or sturdy boxes with suitable packing materials (newspaper or bubble wrap) to protect work. Fill in any hollow areas with packing materials and use several layers around pieces. Mark outside of box clearly with student name.

### Fashion

For two-dimensional pieces, such as fashion drawings or photos, see instructions for two-dimensional work above.

Constructed or sewn fashion pieces must be accompanied by forms or mannequin for display. Indicate clearly in writing how you would like us to display your work to its best advantage.

### Installation Art

Same instructions as three-dimensional work, however you may need to come and help with installation. Please provide clear written instructions and/or call to make arrangements.

### Film, Animation, Video

Send a memory stick, or a link to Dropbox or other with your film, video, or animation (no HD-DVD or Blu-ray, please).

Questions? Call Sarah Freeman (802) 257-0124 x 102; [sarah@brattleboromuseum.org](mailto:sarah@brattleboromuseum.org)