Art Submission Instructions
Rochester & Finger Lakes MS & HS Art Exhibition
RIT – College of Imaging Arts and Sciences – Bevier Gallery
Drop off Dates: January 15 & January 16 (2:00pm – 5:00pm)
Exhibition Dates: January 31 – February 24, 2014

Art Submission Directions:
All Rochester-Finger Lakes Middle and High School Art Teachers (Grades 6-12) are invited to submit 2 pieces of student work for our winter MS & HS Art Exhibition.
Registration begins December 9, 2013 and will end by 4:00pm on January 10, 2014 or when we reach our capacity of 175 pieces.

1. Pick the two pieces of student artwork you want to submit.
   - Must be less than 50 lbs and reasonably sized (call if you have a question)
   - Can be 2D or 3D
   - “Multi-piece art” is limited to a maximum of 3 components (series of 3 photos, combination 2D and 3D work, etc)
   - All art should be “installation ready” – all paintings and framed works need to be wired or must include some type of hanging device.
   - 2D work should be matted or shrink wrapped to prevent smudging or other damage

2. To register – a completed copy of the Art Submission Form should be e-mailed to Fran Chinnock (facpgd@rit.edu) by 4pm on Friday, January 10, 2014. If we reach our capacity of 175 pieces before the deadline, an email will be sent informing everyone that no more work can be accepted for exhibition.

When dropping off artwork –

3. You will need the completed Art Submission Form (with parent signature if required) and one copy attached to your art.
   - You need to affix the original “firmly” to the artwork, and the copy should be attached “lightly” to the artwork (see diagram on submission form).
   - The original ALWAYS remains with the art for identification purposes, and the copy will be removed during the check-in process for our files. Don’t forget to make a copy for your records.
   - See attached sheet for directions on adhering forms to artwork.

4. Deliver your selected piece of art to Bevier Gallery, Booth Building (7A), RIT on:
   Wednesday, Jan. 15 from 2:00pm – 5:00pm or Thursday, Jan. 16 from 2:00pm - 5:00pm
   - When you come to campus, please stop at the Visitor’s Info Center for a parking pass, and park in visitor parking in E-Lot. We will have carts available inside the building for you to use, and students to help transport your artwork to the Booth Hall Lobby.

When picking up Artwork –

   - All artwork should be picked-up on Wednesday, Feb. 26 from 2:00pm – 5:00pm or Thursday, Feb. 27 from 2:00pm – 5:00pm.

Events on January 31, 2014
4:00pm - 5:00pm Teachers Session in Webb Auditorium (teachers and administrators) Booth Hall Room 1350
5:00pm – 5:30pm Awards Ceremony in Webb Auditorium (teachers, administrators, students, parents and friends)
5:30pm – 7:00pm Opening Reception in University Gallery (ALL ARE INVITED) Booth Hall Room 2700

For questions, please contact Fran Chinnock at (585) 475-7562, or at facpgd@rit.edu
For emergencies, 585-475-2733

12/03/13