

**Information for Artists Exhibiting in the  
WALTUCH ART GALLERY  
At the Kaplen JCC on the Palisades**

**HANGING THE ART WORK**

Exhibiting artists are responsible for hanging their own work. There are moveable, adjustable rods in the gallery where your work can be easily hung. The gallery's space measurements are attached to help you plan your installation. Nothing can be taped or nailed to the walls, so titles need to be hung next to each piece using fun-tack or can be identified by numbered stickers that will correspond with a pricelist that will be created and available for potential buyers. Artists typically hang their show a few days before the end of the month, so the exhibit will be ready for viewing the first of the month, and take down their shows a few days before the end of the month to allow time for the next artist to hang theirs. We prefer artists to hang their shows between 9am-5pm on weekdays, when staff can be available for any potential assistance.

**THE OPENING**

A meet-the-artist reception is *generally* held on the Wednesday of the month between 6:00 – 8:00 pm. However, due to holiday schedules, this is not always possible and the date can then be tailored to another convenient time. The JCC will provide coffee, tea and paper goods for the event, but all food **must** be purchased by the artist through the JCC Café. Fruit salad and pastry assortments are the typical fare.

**ADVERTISING & PROMOTION**

The JCC will publicize the show and reception in all the local newspapers, as well as in agency brochures and newsletters. To help publicize your show, please provide us with a short biography that includes an "artist statement" about your work, as well as 3 or 4 hi-resolution .jpegs to showcase your work. We plan well ahead, and would appreciate receiving this information at least 3 months in advance. Please email to [rlazarus@jccotp.org](mailto:rlazarus@jccotp.org)

**BIOGRAPHY, ARTIST'S STATEMENT AND PRICE LIST**

Your biography and artist's statement will be posted in the Gallery during the show, as well as a numbered list of titles and prices. Please supply all titles and prices well in advance so that we can create enough copies for handouts. We create the list for you to ensure it reflects a particular JCC "look," so you do not need to design this piece yourself

**BUILDING HOURS**

Your work will be accessible to viewing during all hours of operation. The JCC is open from 9:00 a.m. to 10:00 p.m. Monday through Thursday, and Friday and Sunday from 9:00 a.m. to 5:00 p.m. (except Fridays in the winter months when we close at 4:00 p.m.).

For further information contact Nina Bachrach at 201.408.1406 or [nbachrach@jccotp.org](mailto:nbachrach@jccotp.org) .