



840 Teaneck Road
Teaneck, NJ 07666

teanecklibrary.org

P: 201-837-4171
F: 201-837-0410

CHECKLIST FOR ART DISPLAY/EXHIBITS

- NOTE: Two-dimensional work must be wired for hanging with the Walker display system.
- PROVIDE wall labels or number list of artwork. ONLY Avery Easy-Peel Labels or paper labels with putty adhesive permitted.
- PROVIDE a complete list of works, including title, medium, size, and value for insurance purposes.
- SEND Press Release at least 2 weeks prior to the event to the Administrative Assistant.
- PROVIDE sign by the entry for display: 8"w x 11.5" h.