



State of Wisconsin  
Department of Health Services

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Scott Walker, Governor  
Kitty Rhoades, Secretary-Elect

## Art Display Checklist

### What to bring with you the day of installation:

#### 1. Identification Title Cards (required)

- For each piece of artwork, bring an identification title card. Each card should be approximately 2" H x 3.5" W, with the title of the piece, the medium used and the name of the artist. You may list a personal contact phone number or a personal e-mail address. The font size of the text used on the card should be no less than 14 point (American with Disabilities Act requirement). (Avery or similar brands of business card stock is one option for title cards.) **No prices should be listed on the cards or Artist's Statement. If you want to sell your artwork, you may do so after your exhibit period is over.**

#### 2. Artist's Statement (optional)

- You may bring an **Artist's Statement**, including information about you and your show/collection of artworks. This should be no more than one page. Bring a framed copy to be hung with your work for wall displays, or a rigid copy and small easel to be used in the display cabinet. Contact the Art Display Team as soon as you receive this checklist to verify whether you will be providing an Artist Statement.

#### 3. Paperwork Requirement

- Complete, print off and give the State of Wisconsin Art Exhibit Protection Memorandum (DOA-6414 <http://doa.wi.gov/Documents/DEO/Risk%20Management/Property%20and%20Liability/Art%20Exhibit%20Protection%20Memorandum.doc>) to an Art Display Team member when you set up your display. **NOTE:** Refer to <https://www.dhs.wisconsin.gov/1ww/artwork/exhibits/artwork-application-information.htm> for what to include in certain fields of the form.

#### 4. Artworks to be Displayed - Your artwork should be ready to be displayed when you arrive.

##### Wall Displays:

- Each artwork should weigh no more than 20 lbs, and be no more than 32" in height.
- The mounting system for framed, hung artwork used in the hallways, is the "Walker Display Picture System" with theft deterrent locks. See <https://www.dhs.wisconsin.gov/1ww/artwork/hanging-system.htm> details. Artworks on paper may be hung with clips; however, they will not be insured. Contact the Art Display Team prior to your installation date if you will be needing clips for your display.

##### Display Cabinet:

- Each artwork should be sized to fit in the display cabinet:
  - Interior Dimensions:  
87" wide x 67" high x 15" deep
  - Eight (8) adjustable glass shelf segments, each:  
42" long x 15" deep

#### Contact Information:

Art Display Team, [art1ww@dhs.wisconsin.gov](mailto:art1ww@dhs.wisconsin.gov)