

# Tips on Setting Up A Gallery

The **On My Own Time™ (OMOT) visual art categories** give you the opportunity to transform your office into a **temporary gallery**. BCA provides expert jurors to assess your in-house exhibition, and winning artists will be invited to showcase their work at the OMOT Regional Art Show, held at NorthPark Center in the fall.

When selecting a **location** for your in-house exhibition, keep the following considerations in mind:

- **Space Requirements**

- **Dimensions:** Use the dimensions provided by each artist to estimate the **total space needed for the exhibition**. Consider how many linear feet are required for each category of work. For smaller objects, grouping them together can help maximize available space.
- **Large Pieces:** For oversized works like quilts, ask the artist if they can be folded to fit within your exhibition space.
- **3-D Art:** Any three-dimensional works must fit within a **display vitrine measuring 23 ¾" x 23 ¾" x 30" or 18" x 12" x 30"** for **display at NorthPark Center**.

- **Visibility**

- Choose **high-traffic areas** to **ensure maximum exposure**. Ideal spaces include lobbies, break rooms, corridors, meeting rooms, conference rooms, dining areas, and customer service or retail spaces.

- **Facility Restrictions**

- **Wall Modifications:** Check with your **facility management** if any alterations are needed, such as placing nails or hangers in the walls, moving furniture or fixtures, or using portable walls for fire code compliance.
- **Surface Damage:** If wall damage is a concern, consider using exhibition panels, easels, or adhesive hooks. Some companies have used cubicle walls in the past as alternative display spaces.

- **Virtual Gallery Option**

- If your space is limited or you want to allow more employees to view the exhibition, consider creating a **virtual gallery**.
- Using tools like **Adobe Photoshop, Flash Image Gallery**, or **free online utilities**, you can build an online exhibition that will **remain accessible** after the physical exhibition ends.
- Consult your **company's webmaster or IT department for assistance** in hosting the gallery, as they may already have the tools available.

*selected works from the 2025 Digital Gallery*

