

INSTALLATION INSTRUCTIONS: THE WINDOW GALLERY AT SHIFT

312 South Washington Street, Seattle, Washington

PREPARING FOR INSTALLATION

Review the gallery measurements on the following page for planning your display.

Take photos with your phone of the work you plan to install in the window plus a mugshot of yourself.

Write and save for future publication on the website:

- a one-sentence description of the window display
- a one-sentence generalized artist statement
- a list of your website and/or social media addresses

Order vinyl type of your name for applying inside the window gallery on the windowpane. Ideally type should be in 200-300 points and in the typeface and color of your choice. Type may be ordered from any vendor, though window artists often use TNT Promotional Products in Ferndale, Washington, (360) 384-3190. They will mail type to your home. Best to get TWO copies of your name in case you mess up the application. Optionally, a few artists have also included titles of their installation. A tip for leveling your name on the window—pull down the window shade and use it as a straight edge above the type.

NOT permitted for posting: Hash tags, wall statements, prices or other form of promotion or advertising. If unsure, or if questions, contact Cynthia (contact info below).

INSTALLATION

Installation is between the last Sunday of each month and before First Thursday the following week unless a special arrangement for an alternate time has been made with the artist showing before you.

Text Cynthia for the lock box code for the keys to the window gallery.

The lock box is in the foyer at 312 S. Washington Street. It is the bottom of two lock boxes next to the door.

Bring any tools you might need plus window cleaner if you desire. Bring a helper if you desire. You may use any or all of the window space, including the floor, door or and the window itself. You may also hang from the overhead dowels.

If the wall needs any paint or patching, supplies may be found in the hidey hole above the cement steps inside the window gallery. Alert Cynthia if you don't find what you need.

Do not touch the light controls on the wall. They have been preprogrammed. If you notice that the lights are not coming on at the onset of darkness, tell Cynthia. They don't stay on all night but are set for several hours of display.

Take several photos of your installed window and, if you desire, any random shots of the installation process. To avoid reflections from the sun, try taking photos on overcast days or at night.

Email those photos and the photos and text you have prepared to the window's web designer Heidi Favour (contact info below).

DE-INSTALLATION

You are responsible for returning the window gallery to the condition in which you found it. You must patch and paint out any nail holes. If you notice any disrepair or other damage to the space, let Cynthia know.

Lock the door and return the keys to the lock box.

As a courtesy, let Cynthia know you are out.

CONTACT INFORMATION

Cynthia Hibbard: (206) 399-7255 (window)

Heidi Favour: heidifavour@gmail.com (website)



STREET VIEW

312 SOUTH WASHINGTON STREET, SEATTLE WASHINGTON

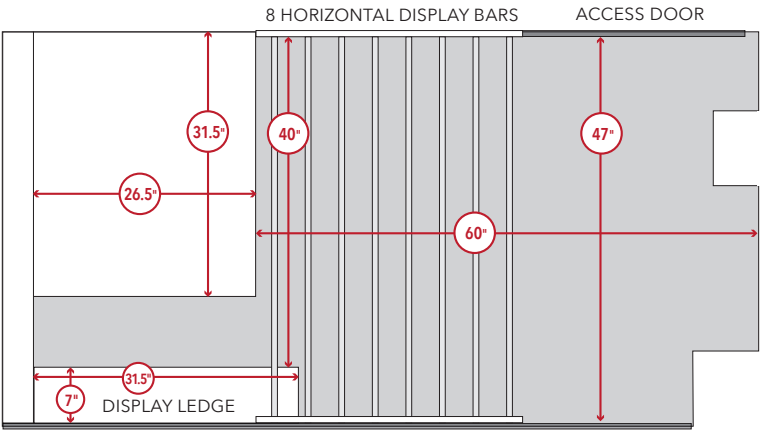


WINDOW INSTALLATION BY COURTNEY SENNISH

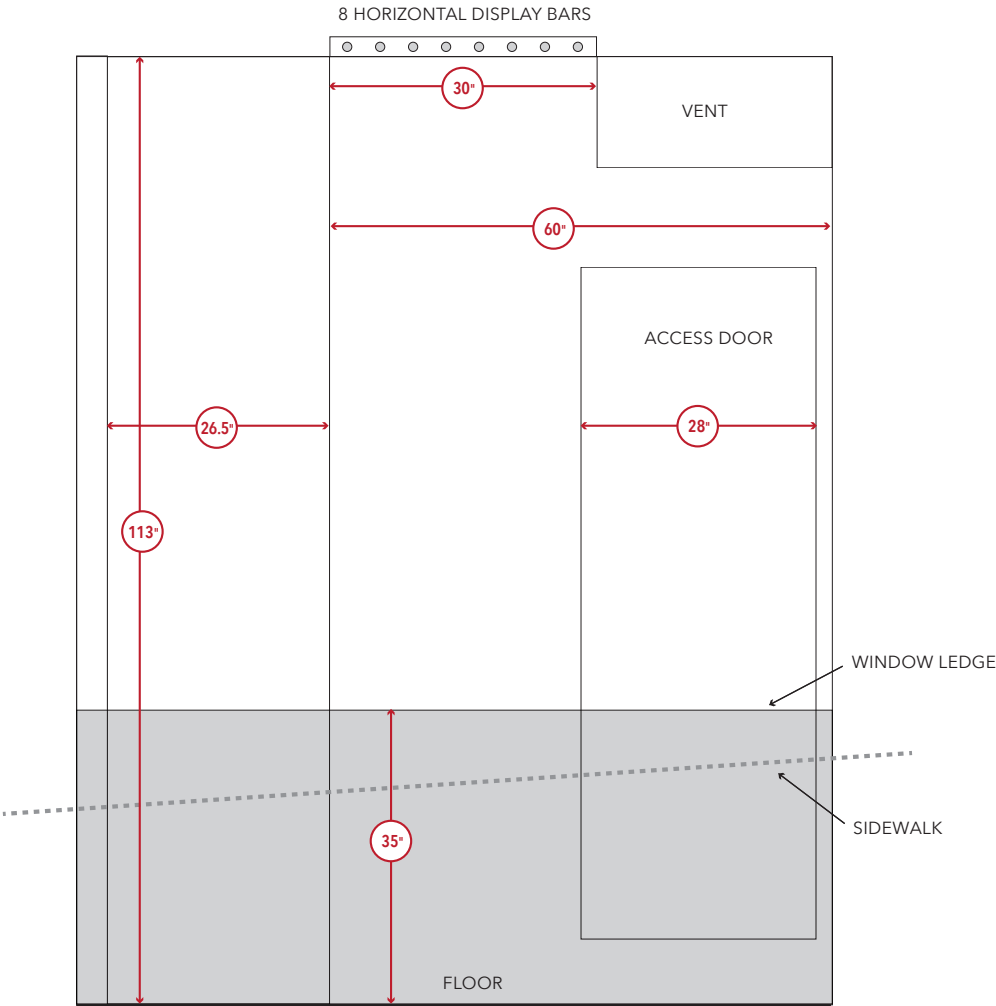
MAY, 2024

WINDOW DIMENSIONS: THE WINDOW GALLERY AT SHIFT

312 South Washington Street, Seattle, Washington



FLOOR PLAN
(VIEW FROM ABOVE)
(MEASUREMENTS APPROXIMATE)



ELEVATION
(STRAIGHT-ON VIEW FROM THE STREET)
(MEASUREMENTS APPROXIMATE)



DETAIL OF PROFILE OF DISPLAY LEDGE
(MEASUREMENTS APPROXIMATE)