



## Presentation Guidelines

### Transport

- If you are giving your work to another artist to transport, please provide some type of carrier (with handle and/or shoulder strap) for the artwork. If there is more than one framed work in the carrier, place a sheet of cardboard between each frame, or provide some other sort of protection (so the frames will not scratch each other).

### All framed work

- Use simple mats and frames.
- Attach wire *securely* to the back of the frame, one-quarter to one-third of the way down from the top.
- Do not use sawtooth hangers, paper hooks, or any other method except wire strung across the back.
- Pull wire taut. It should not show above the frame when the work is hanging.
- Label the back of the work with your name, contact info (email and/or phone), title of work, media and price. (Labels for the FRONT are provided at the drop off point.)

### Works on paper, and fragile mediums (such as pastel, even if on hardboard)

- Should be matted, and covered with clean, scratch-free glass or Plexiglas.
- Make sure mats are clean and neatly cut (no crooked or jagged edges). Do not write on mats.
- Pastels framed with spacers instead of mats are also acceptable.

### Oils and acrylics on hardboard or canvas

- Should not have either mat or glass; just the frame.
- A canvas that is gallery wrapped does not need to be framed, as long as the exposed edge is painted. ("Gallery wrap" means the canvas is stapled on the back, not the side.) Just remember you still need to string wire across the back.