

EXHIBITION REQUIREMENTS FOR FRAMED WORK

Please note that all work is hung at the discretion of the hanging team. In addition, we will **not** hang:

- Work where the paint is still wet
- Poorly framed work
- Work in **clip frames**
- Work more than 30 inches along its largest dimension (including frame)
- Work which is too heavy for our hanging team (or our screens)
- Work which is not labelled clearly

HOW TO FRAME YOUR WORK

- Use brown picture tape, *not* masking or Sellotape, to cover the metal tabs used to hold picture securely in the frame. This is to avoid damage to other pictures when stacked.
- Picture wire or cord, not string, should be tied firmly to **D-ring fixings**. If using wire, tape around the wire ends. **IMPORTANT:** Leave enough slack on the wire / cord to enable hanging, but not so much that it is visible above the top of frame.
- The D-ring fixings should be screwed into the frame about 1/3 of the way down and should not protrude from the back of the work. They should be flush with the back of the canvas or painting.



- Professional framing may differ slightly, but usually meets all these conditions.

EXHIBITION REQUIREMENTS FOR UNFRAMED WORK

UNFRAMED WORK must be:

- Of maximum width 29 inches wide
- Both mounted and backed by stiff card
- Wrapped in clear cellophane for protection (**not** clingfilm)
- Labelled on the **front** in the **top left hand corner** with the name of the artist, title of the work, medium and price.
- Additionally, mounted unframed Reproductions of original work created entirely by the artist should be marked "reproduction of an original (state medium) painting" and be given a unique copy number e.g. 2 of 50 (total).
- Mounted unframed Reproductions must be signed by the artist **in addition to any signature on the original picture.**

Do not submit box or stretched canvases as Unframed Work as they will be rejected.

EXHIBITION REQUIREMENTS FOR 3D WORK

3D WORK (such as sculpture and ceramics):

- Each item must be individually labelled with a catalogue number. These are normally displayed on a table, although a few plinths are available.

EXHIBITION REQUIREMENTS FOR GREETINGS CARDS

The **maximum** number of greetings cards any artist can submit is 100.

Additionally:

- Each card should be supplied with an envelope.
- Each card should be sealed in a clear acetate sleeve, along with their envelope.
- Acetate sleeves containing multiple cards (and the same number of envelopes) are allowed, however...
- Each acetate sleeve should be clearly labelled with the artist's name, the price and the number of cards within the sleeve.