



## DISPLAY REQUIREMENTS

Art received at all intake will be inspected to ensure it satisfies all display requirements.

To insure a uniform and professional look, please follow these instructions:

All art must be presented in a **professional manner** and must be **for sale**. Artwork must be **signed by the artist** in order for the artist to receive proper credit for any sales.

Attach business or information card to back of framed art and inside shrink wrapped artwork.

Include artist name, phone number and title of artwork.

Clearly identify the type of artwork (i.e. Oil, Watercolor, Acrylic, Giclee, laser print, photograph, digital art, etc).

Photographs and digital imagery may be signed on the photograph or on the mat. Biographical information may also be attached.

## **Framed Artwork**

- Frames must be tight and in good condition- with no chips, scratches or discoloration
- Wire for hanging must be attached firmly and be strong enough to support the artwork safely
- Screws holding wire should be attached 1/3 of the way down from the top. Attach wire so the top of the wire is 2 1/2 inches down from the top of the frame
- No saw tooth hangers
- Tape ends of wire (No duct tape)
- Oil paintings must be dry.
- Cover back of artwork with craft type paper or foam core sealed with Artist Tape
- No cardboard or duct tape. Clips are the preferred method to secure stretched canvas to frame, no backing is required.
- Edges of gallery wrapped canvas should be painted if it does not have a finished presentation

## **Shrink Wrapped Art**

Artwork must be shrink-wrapped or enclosed in clear plastic bags of proper size. No Saran Wrap or baggies. Shrink wrap secured with scotch tape, masking tape or duct tape will not be accepted. Enclose business card or information card including artist's name and phone number. Each shrink wrap will have a price tag. Shrink wrap inventory is the responsibility of the artist.

## **Mats**

Mats must be clean and cut in a professional manner. Backing (i.e. foam core or mat board no cardboard) must be thick enough to not allow the artwork to bend. artwork must be covered with glass or Plexiglas. clean & free of scratches

## **Three-Dimensional Work**

Three-dimensional art will be primarily handcrafted and not factory made. Must be professionally presented, properly labeled and priced by the artist.

## **Sculpture**

All sculpture must be professionally presented, properly labeled, priced and signed by the artist.