COMPLETE GUIDE
to preparing your work for exhibition

MAKING YOUR WORK “READY TO HANG”

IDENTIFY YOUR WORK

LIGHTER / SMALLER
Art that is not framed (maybe matted or mounted), relatively small, fairly thin and lightweight

LARGER / HEAVIER / FRAMED
Art that is framed (any size), a textile, fairly thick (like a stretched canvas), relatively large, and/or heavier in weight

HOW WE’LL HANG IT

HOLDER BELOW THE WORK
Your art will sit on a holder - a narrow ledge with a lip - which is attached to a suspended rod.
We also generally apply a small strip of removable, acid-free tape to stick the upper back of the work to the suspended rod to prevent tipping forward.

* MAKE YOUR WORK RIGID
Please mount and/or mat your work so that it will retain a flat, rigid shape over months of vertical display.

MAT
Cut a cover mat to “frame” your work.

MOUNT
We also recommend mounting the matted art onto 1/4” foam core (or at least another piece of mat board).

RIGIDITY WILL HELP PREVENT:
bowing / falling warping

* ADD WIRE TO THE BACK
Please install mounting wire across the back of your frame or canvas.

* ATTACH 1-2 D-RINGS OR LOOPS TO THE BACK
Please mount one (centered) or two (side edges) D-rings to the back of your canvas or frame.

Alternatively for textiles, create fabric loops or stitch 1/2” plastic rings to the upper back corners.

HOW TO PREPARE YOUR WORK

NO NEED TO WORRY ABOUT:
- wires
- brackets
- hooks
- etc.

* GENERAL REMINDERS
Please spray-fix any art with exposed charcoal or pastel.

Please label the back of each work with:
- your name
- e-mail or phone #
- title of work (if applicable)