

### **Oil paintings, acrylics & other works on board or canvas, framed and unframed**

- Ensure your artwork is dry **BEFORE** delivery.
- Screw large 'D' rings into the frame, measuring  $\frac{1}{4}$  of the way down BOTH sides of the frame.
- Use nylon cord or wire only and ensure it is firmly stretched across and firmly twisted after passing through the 'D' rings. A loose wire will cause your painting to flop forward when hung and the wire will be visible above the frame.
- Stick felt pads on the four corners of the rear of the frame. This prevents the frame from marking the gallery's wall or your customer's wall when hanging.
- If the gallery hooks do not fit into your 'D' rings then you must slide a metal curtain ring into your small 'D' rings.
- NEVER use eye screws or cup hooks as a fixing method.
- NEVER use cotton or hemp string instead of wire, it stretches and is not secure.
- NEVER use staples to attach the cord to the frame, it cannot be attached to the gallery hooks.

### **Pastels, watercolours and works framed behind glass**

- Attach 'D' rings and wires to the frame as described above.
- Ensure the glass is clean and all fingerprints are removed.
- Ensure the frame is clean and dust free, especially along the top edge.

### **Small paintings and miniatures**

- Attach 'D' rings and wires to the frame as described above BUT locate the 'D' ring at least 3.5 cms from the top of the frame so that the gallery hooks are not visible above the frame.
- Ensure the glass is clean and all fingerprints are removed.
- Ensure the frame is clean and dust free, especially along the top edge.

### **All wall-hung work**

- Adhere a label to the rear of your work, identifying the title, the artist, the medium and the price.
- Using the labels provided, fill out a second label for the front of the work NEATLY printed in black felt pen.
- Attach this label to the lower right corner using removable masking tape ensuring that ALL the information is VISIBLE, and the tape is INVISIBLE.

### **Sculpture and 3-dimensional works**

- Adhere a label to the rear or base of your work, identifying the title, the artist, the medium and the price, making sure this label is NOT VISIBLE.
- Using the labels provided, fill out a second label for the front of the work NEATLY printed in black felt pen.
- DO NOT adhere this to your work but place it at the front of the display stand adjacent to the piece.
- Ensure your piece is clean, dust-free and all fingerprints are removed.