

Hanging Committee Guidelines

General

1. The number of pieces displayed by an artist, whether 2D or 3D will be determined by the total number of participating artists to allow all to be represented equally.
2. When work is sold another work by the same artist will be displayed in its place. The work of another artist may be hung instead if necessary to maintain equality in total number of pieces displayed.
3. Generally most work will be rotated 2 to 3 times each year.
4. Artists may replace or remove pieces with the consent of the Hanging Committee Chair and/or notification to a hanging committee member or Gallery coordinator or assistant coordinator. New work must be consistent with established guidelines.
5. If an artist brings more work to the gallery at the request of a customer or through a gallery referral and a sale results, that sale is subject to commission.
6. Cases and all other display items must be scratch free and clean and pre-approved by the Hanging Committee. Placement is made through the approval of the Hanging Committee.
7. No work exhibiting cracks, damaged frames, inappropriate or uneven matting, or instability is allowed to remain on the selling floor and is subject to removal by the Hanging Committee at their discretion.
8. Any works placed in a manner in which a safety issue could occur will be removed or repositioned elsewhere on the selling floor by the Hanging Committee.

2D Work

1. The artist must supply easels/supports for his/her own work as required.
2. Artist may have up to 4 pieces on the main walls (extra may be held in the back in lieu of sale of another wall item) and as many shrink wrapped items in the bins as the artist wants.

Under Glass

1. Mats must be well cut and free of debris.
2. Work must be equipped with multiple strand picture wire and be ready to hang.
3. Frames must be in good condition with corners meeting, not warped or scratched.
4. 2D works 30 inches or over in any direction must be protected by plexiglass.
 - Glass/plexiglass must be clean, in good condition and free of scratches. Plexiglass should be marked as such to insure proper cleaning by gallery staff and/or Hanging Committee.

Wrapped Bin Pieces (including cards & similar items)

1. Wrapped bin pieces must be securely sealed with an appropriate shrink wrap or enclosed in clear bags (no plastic/Saran wrap).
2. Wrapped pieces must be mounted on an acceptable board such as mat board, foam core (no corrugated cardboard).
3. Mounting boards must have adequate margins (no less than one inch beyond image).

Works on Canvas

1. Canvases must be framed unless the painting is designed to wrap around the stretcher bars.
2. Work must be equipped with multiple strand picture wire and be ready to hang.
3. Frames must be in good condition with corners meeting, not warped or scratched.

3D Work

1. The artist must supply easels/supports for his/her own work as required and due to space requirements and equality in placement are subject to approval by the Hanging Committee.
2. Special fabrics or textural materials used to display work are the responsibility of the artist, but subject to approval by Hanging Committee.
3. Some shelving, pedestals and glass cubicles are available.

Identification of Submitted Work

All work submitted for display must be clearly marked with a small sticky tag including the following information:

- Inventory ID number – will coincide with artist's inventory sheet and database.
- Artists Initials
- Price-including commission

Sticky tags can be small round ($\frac{3}{4}$ in. diameter) or small rectangular ($\frac{1}{2}$ by $\frac{3}{4}$ in.) and should be provided by the artist.

Placement of sticky tags and Hanging Committee identification

- 2D work – place tag on back lower right corner
- 3D work – these tags will also be used as the pricing tag for customers so place the tag where it is most logical and visible without compromising the artistic integrity of the piece.