

ARTISTS CHECKLIST FOR FRAMED AND MOUNTED WORKS

Delivering your works:

1. Works are to be brought to the VAC (small gallery to the right of entrance) by 9.30 am on Friday 25 September
2. Works will be checked in as quickly as possible

Checking your works:

1. Ensure your works comply with the required sizes:

2 large < 1 m² (**NB** - *For this exhibition **ONE** oversize painting will be allowed*)
+ 2 medium < .6m² + 2 small < . 3m²
You may replace a larger size with a smaller size - e.g. 4 mediums and 2 smalls or 6 smalls. No more than 2 large.
2. Make sure your works are the same as on the entry form
3. Attach a temporary label to the **FRONT** bottom left hand corner of canvas or frame and top right for mounts, with the artist name and name of work. Attach with magic tape not sticky tape which can damage frames. This enables the hanging team to match your work with the printed labels.
4. Make sure the sides and back of canvas works are neatly finished or painted
5. Works are to be ready for hanging with large D rings and cord (not string or wire)
Miniatures are also to be hung at this exhibition, not displayed on easels.
6. You should attach a label to the back of your work with your name and name of the work for the benefit of the purchaser and also in case the temporary label becomes detached. If the wrong printed label is given to you work it could be sold for the wrong price.
7. If you have any problems with sizes please contact Ros, Abigail or Helen

Frame Standards:

1. Frames are to be clean and undamaged
2. Glass to be cleaned inside and out
3. Plastic in frames is not permitted (as replacement for glass) as it scratches too easily
4. Surrounding mats must be clean and undamaged.
5. Attach foam pads (available from Icky Finks) to the back of the frame/work at the bottom

Mounted Works:

1. Mounts are to be neatly covered with acid free cellophane or plastic
2. They must be dust free and clean
3. A label with the artists name and name of the work is to be attached to the back

The hanging team appreciate your efforts to maintain the reputation of the Albany Art Group by maintaining a high standard of art work presentation which is expected if works are to be offered for sale