

## Hanging Guidelines

Below are some things to keep in mind when getting ready for an exhibit:

- All works on canvas (oil, acrylic, etc.) need to be framed, unless the edges are finished. Staples should not show.
- When putting the wire on the back of paintings, wire them 1/3 of the way from the top. This makes all the paintings hang at the same angle against the wall.
- Make sure screw eyes are in the frame securely.
- Make sure the ends of wire are not sticking out. Please tape the ends of the wire to keep accidents from happening.
- Use acid free materials to back your watercolors.
- All art work should be dry.
- Mats should be clean and secure.
- Frames need to be in good condition

Adhering to these guidelines will help prevent accidents or damage to your work. Your participation in the show is at your own risk and nobody will be responsible for any loss or damage, no matter how it may occur.

To be included in art show please fill out the Prospectus Form. This form is usually emailed to all the members about 2 weeks before receiving date or can be downloaded as PDF from ALC website:

<http://www.artleagueofthechathams.org/index.php/shows-2016/>

### **Procedure:**

- Members need to fill out entry form and the name tags (in duplicate) for each artwork & mail them with a check made out to The Art League of the Chathams to the Exhibit Chair, Rosemary Howlett. The name and address is indicated on the entry form. Please check the dates for receiving and reception for the show you want to participate in.
- Receiving for the new show and the Take Down of the old show happen at the same time.
- The form and the Membership dues must be up to date.
- Paintings must be framed in a professional manner (see guidelines above)
- Plexiglass should be used for large paintings and paintings in metal frames.

- Sculptors must supply stand and check with Exhibit Chairperson about the advisability of displaying it in our facility.
- We will **not accept**: wet paintings, pieces that are too heavy, nudes, or pieces that might be considered objectionable to the public.
- Sales tax should be incorporated into your price and is the responsibility of the artist.
- **Liability**: Artwork will be handled with care. Chatham Borough, Chatham Township and the Art League of the Chathams will not be responsible for any loss or damage, no matter how it may be caused. Your entry to this exhibit acknowledges your understanding and agreement with the above terms. Chatham Borough, Chatham Township or Art League of the Chathams will also not be responsible for artwork left after the removal day.