

## Guidelines for Exhibiting Your Art with PAVA

If you have any questions or concerns regarding your artwork and the following guidelines, please contact the art exhibit coordinator prior to dropping off your work at the exhibit.

Art exhibit coordinator: Linda Stump Email: [lestumpphoto@verizon.net](mailto:lestumpphoto@verizon.net)

All work should be original work created by you, the artist.

The work must be original. No giclees. No digital reproductions. No reproductions of any kind.

It is recommended that you sign your work. This is in addition to attaching an exhibit specific label or tag on the back of the work (or on the wire) with your name and contact information.

The work should not be a copy of any other artist's work or any commercial art work. Do not paint the Mona Lisa and do not provide a portrait of the Geico Gecko.

All art should be appropriately themed for the venue. Keep in mind that some venues do not allow nudity or controversial work. Please be sure to carefully read the calls for art for information and guidelines regarding each particular venue. If you have any question whether your artwork will be appropriate for the venue, please contact the exhibition chair before entering.

Please note, that some venues require that all work on exhibit be for sale.

All work should be presented in good condition.

Framed work should be in good quality frames, free from damage and dirt. Corners of the frames should be tight (no gaps). Frames should not be badly scared or gouged. Matted work should be in clean, professional quality mats that are not discolored or damaged in any way. Glass or plexi-glass should be clean and free from scratches, abrasions or haze that would detract from the art. There should be no dust, dirt, dead bugs or other debris inside the frame.

Gallery wraps (stretched canvas), should be tightly stretched and wired for hanging as described below for framed work.

3-D work should also be clean and in good condition. Any forms or props used for 3-D display (jewelry forms, stands, small easels, drapes, etc.) should be professional quality and in good condition. If your 3-D work is wall mounted, it should be wired for hanging as described below for framed work. Personal pedestals are prohibited in most venues and spotlights are not permitted at any location.

Regardless whether you frame your art yourself or have it professionally framed, the following framing standards should be met. These standards insure that your art will hang flat to the wall on any hanging system and there will be no ugly wires or hanging apparatus showing above your picture.

1. Any art that hangs on the wall should be wired for hanging. No loop hangers. No saw-tooth hangers.
2. Wires should be installed in the upper 25% of the frame height.

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- a. Measure the left or right side of the frame. Divide the number by 4 and multiple by 3.
  - b. Measure down 2 ½ inches from the top of the frame.
  - c. Your wire may be installed anywhere between those two measurements, but no closer to the top of the frame than 2 ½ inches.
3. Wires should be stretched taut from side to side. At the middle of the wire where it would hang on a hook, pull up on the wire toward the top of the frame. If the distance from the wire to the top of the frame is less than 2 inches, then the wire is too loose (sagging) and should be tightened.
  4. Wiring should be of sufficient strength to support the weight of your art.
  5. Only one wire per frame, please.
  6. Wires should be attached to the frame using eye hooks or professional hanging loops. Metal frames generally include professional wire connections molded into the frame or that slide into the track of the frame. No staples, no duct tape, no glue to attach the wires to the frame.
  7. When attaching the wire to the frame, the ends should be looped or knotted through the eye bolts or hangers, to prevent the wire from slipping off or unraveling while the work is hanging.
  8. Wire ends (tails) should be at least 2 inches in length after the wire has been secured to the frame. The tails should be wound around the wire and the sharp ends taped to prevent injury.
  9. Fasteners used to hold the art in the frame (spring clips, points, etc.), should be securely installed to prevent art work from falling out of the frame.
  10. Frames should be deep enough (rabbet depth) that nothing substantially sticks out (not more than ¼ inch) behind the frame.
  11. It is recommended, but not required, that you seal the back of your work with professional paper backing or framing tape for a more professional appearance.

See pictures on next page for framing examples.

**THE ART EXHIBIT COORDINATOR, HER ASSISTANTS AT THE INSTALLATION AND THE HOSTING VENUE HAVE THE RIGHT TO REFUSE ANY ARTWORK THAT DOES NOT MEET THESE GUIDELINES AT THE TIME THE WORK IS DROPPED OFF FOR AN EXHIBIT.**

**IF WE FAIL TO NOTICE INCORRECT PRESENTATIONS UNTIL WE START TO HANG THE SHOW, WE WILL REMOVE IT FROM THE EXHIBIT AND CALL YOU TO RETRIEVE YOUR ART.**

**YOU CANNOT "FIX IT" AND HANG IT AT THAT EXHIBIT AT A LATER TIME. ONCE THE EXHIBIT IS INSTALLED, WE CANNOT ACCEPT LATE WORK, REGARDLESS OF THE CIRCUMSTANCES.**

If you have any questions regarding these guidelines, please contact Linda Stump, exhibit coordinator, at [lestumpphoto@verizon.net](mailto:lestumpphoto@verizon.net).

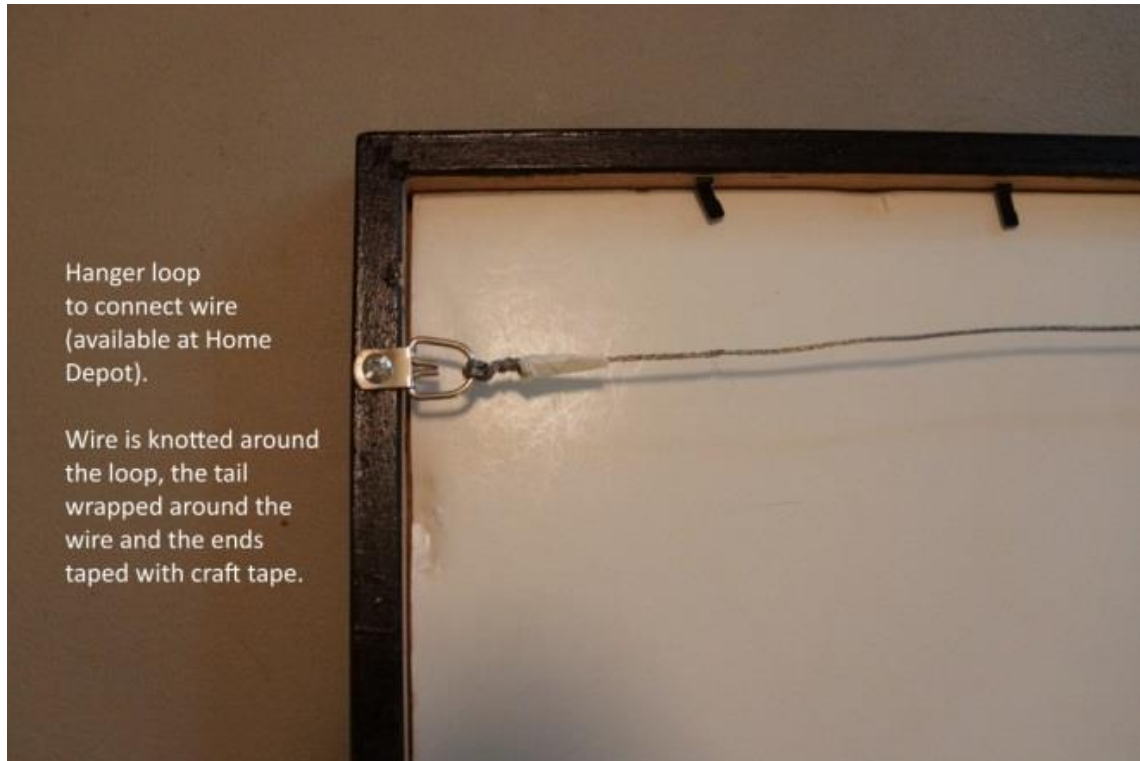
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### Placement of the wire

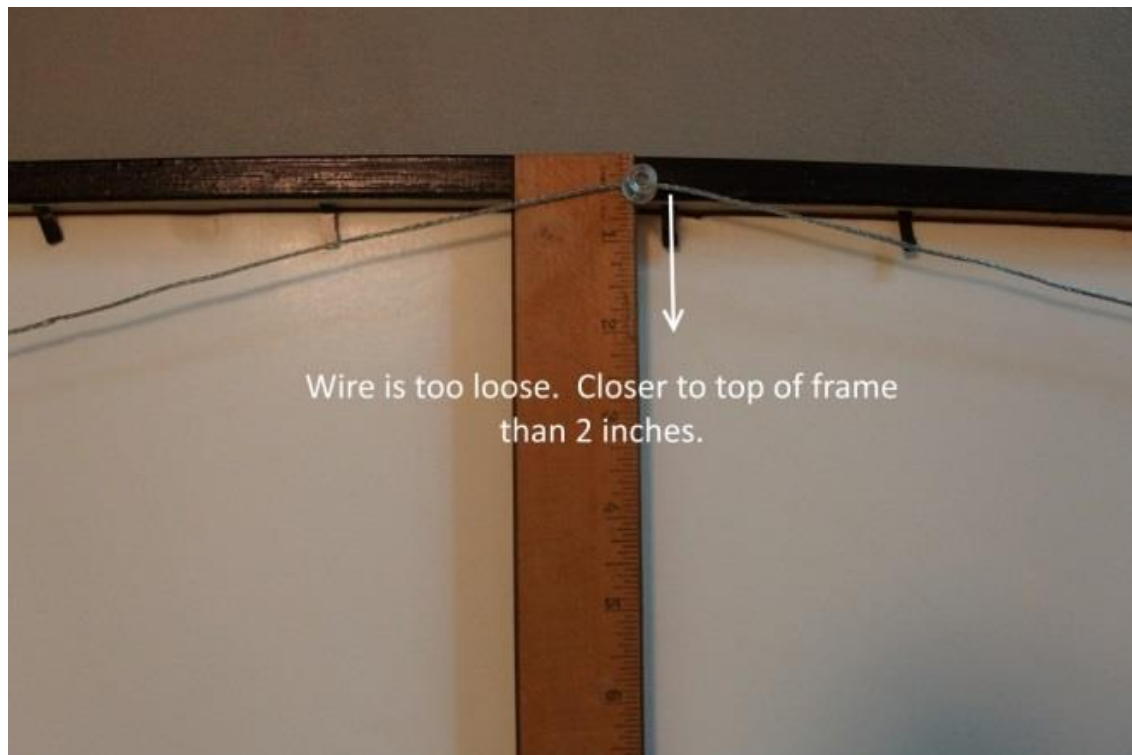


## Guidelines for Exhibiting Your Art with PAVA

### Attaching the wire



### Wire that is installed too loosely or too high on the frame



## Guidelines for Exhibiting Your Art with PAVA

### Wire installed at the correct height and tightness

