

## A few things to remember when submitting work for Third Friday or other exhibits:

**No copyrighted artwork will be allowed for submission. All work must be done by the artist submitting. No copies of other artwork.**

**1. Selecting a Frame...** You do not need to spend a fortune to have nice, professionally framed artwork!

- Consider creating work that will fit in standard-sized mats and frames; custom frames can be expensive.
- Make sure to shop around if you plan on having your work professionally framed
- Frames do not need to be fancy, expensive or ornate to look professional. Remember: you are showcasing your artwork and not the frame! Simple mats and frames are just fine!
- Canvases can be displayed with or without frames

**2. Choosing hardware for the back of your work...** This is an important one!

- Please use good D-rings, larger screw eyes, metal-frame D-rings, all securely installed.
- Examples of Acceptable Hooks:

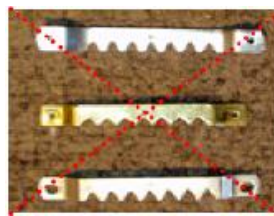


- Please **DO NOT** use clip-frames, saw-tooth hangers, a single triangle hanger at the center, back of frame, triangle hangers/wires that are not attached to the sides of frames, very small screw eyes or corded backs—these items/methods are not compatible with our [Arakawa Hanging System](#).

- Examples of Unacceptable Hooks:



Clip Frame



Saw-Tooth Hangers



Wire Not Attached to Frame



Hanger Not Attached to Frame

**3. Hanging wire...** Please comply with the guidelines below:

- For the safety of your artwork, please use **quality picture hanging wire**.

- Please refrain from using fishing line, electric wire and mesh cord.



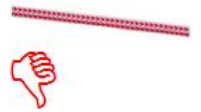
Quality Picture Hanging Wire



Fishing Line



Electrical Wire

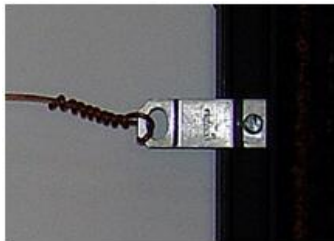


Corded Wire

#### 4. Attaching hardware and hanging wire to the backs of frames:

When adjusting your hanging wire, make sure to leave plenty of lead to wrap around the wire after looping your D-Ring or screw eye—it is more secure that way.

We recommend looping your D-Ring or screw eye hardware twice for increased safety of your artwork.



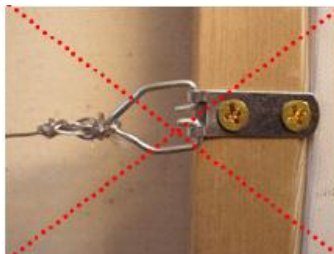
Lead wire securely wound around D-Ring



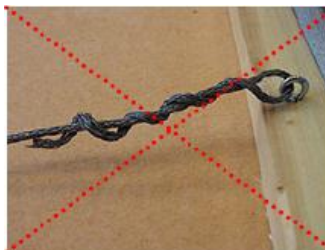
Double Loop through D=Ring



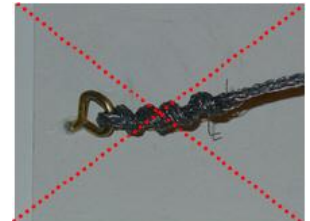
Secure lead through ring tightly wound



Short lead wire can come apart



Loose wrap can unravel



Short wire not cleanly wound and fraying

Ideally, your hanging wire should be long enough so that, when pulled up tight, the top of the wire is at least 2" from the top of the frame.

Please make sure that your D-rings and large screw eyes are attached at least 2" down from the top of your frame.

Use 2 eye screws of appropriate scale (When inserted, they should pierce the stretcher about one/half inch--enough to hold securely but not enough to weaken the stretcher; err on the small side.)

If you use woven picture wire, be sure to use enough to cross the width of the frame plus 6-8 inches, with strength sufficient to support at least twice the weight of the painting.

## How to Wire a Painting for Hanging

- 1) Mark 2 points on the inside of the two side stretcher bars about 25% down from the top of the canvas.
- 2) Screw the eyes into the stretcher being careful not to apply pressure to the stretched area of the canvas.
- 3) Measure a piece of wire the width of the canvas plus 6-8 inches.
- 4) Thread the wire through the first screw twice then neatly wrap the remaining wire around itself.
- 5) Pull the wire across the back of the painting so it is not quite taut (allow about 1 inch of give), then repeat the threading process on the second side.
- 6) To hang the painting, use an appropriately strong hook, i.e. one that can support double the weight of the painting. If the painting has a center stretcher bar, avoid it by using two hooks spaced about 3 inches apart.

## 5. Labeling your work...even if you sign the front!

Please attach a small card that displays your full contact information and the title of each work securely to the back of your artwork.



6. **Clean your artwork before your exhibit**—this will be the first time that many viewers are introduced to your work and to you as the artist. Make a good first impression!

- Dust off your work, remove fingerprints from the glass, clean out any dirt and repair any damage on the outside AND inside of your work.
- Make sure any mats are pressed snugly to the glass or Plexiglas and are not crooked in the frame, “bubbling” out or loose in the frame.

## 7. Three Dimensional work:

- Clean your artwork and make sure that items are: sturdy, free of flaws.
- Any 3 dimensional art, jewelry and small work or sculptures should be supplied with secure display stands or pedestals.