

HANGING REQUIREMENTS FOR SGA EXHIBITIONS

Displaying your artwork in the right way will make your paintings look more professional and encourage people to look at them.

When you bring your artwork to the gallery, it must be ready to be displayed, either on a wall or in a browser stand.

How to Prepare your Artwork for Hanging

Framed work and canvases must have D- rings with taut cord (not wire) approximately one third from the top of the frame. Screw eyes or any other system of hanging which may damage other frames are not acceptable.

The mount and frame are just as much part of the art work as the picture and may well influence a potential buyer's decision. Please make sure all frames and mounts are in excellent condition and suitable for your artwork.

If in doubt, please seek professional advice.

Labelling

Each hanging item must have TWO clearly legible labels.

- ONE: An adhesive label on the back with the artist's name, title of picture, medium and price.
- TWO: A label with the same information as above, tied to a hanging cord so that the label can hang over the front of the picture for cataloguing purposes. (see below)

D ring and cord hanging requirements and labelling



HANGING REQUIREMENTS FOR SGA EXHIBITIONS

Browser Work

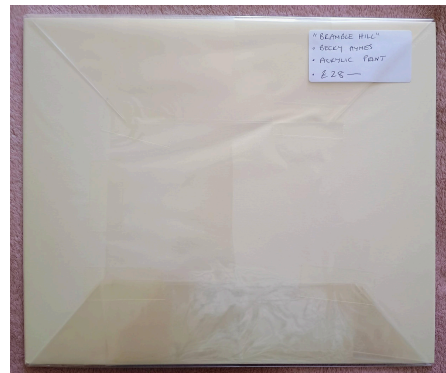
Browser work sits in a browser stand in the gallery. Typically, it is a mounted but unframed artwork that is a small original painting or a reproduction of an original artwork.

For an SGA exhibition, browser work must be:

- Either mounted in a frame mount with a board back or placed on a rigid surface (so it can support itself and won't sag when standing up in the browser).
- Wrapped in a strong, clear plastic film, sealed at the back.
- Be signed by the artist.
- Have an adhesive label on the front top right-hand corner of each item showing the artist's name, picture title, medium and price.
- If it is not original work, then there must be an additional label on the top left-hand corner stating: 'THIS IS AN ARTIST'S PRINT/COMPUTER IMAGE'

This artist's endorsement is extremely important. The buyer must be made aware if they are not buying 'original work'. Any misrepresentation could expose the artist to wrongful accusations leading to action by the buyer.

Example of a well presented browser work



PLEASE NOTE:

The most common reasons for rejection are poorly cut mounts, tatty frames and failure to follow these requirements.

Work that does not meet all of the above criteria will not be accepted. Decisions by the Exhibitions Team are final.

HANGING REQUIREMENTS FOR SGA EXHIBITIONS

At Hand In

Members are requested to:

- Unwrap their work for presentation to the Exhibitions Team at the hand in table upstairs in Gallery 4 and take away all wrapping.
- Entries will be checked off against the pre advised submission information.
- Only artwork that has been recorded on the submission form will be accepted: changes to the title or price will not be accepted.
- Fee payment can be by cash or card.
- Book in for stewarding (See below)

At Hand Back

Members are requested to:

- Pick up artwork during the allotted time and not before the exhibition ends.
- Make sure they have signed out their work with a member of the team.
- Bring wrapping.
- Please be prompt.

Any uncollected artworks will be left at the gallery unless a prior arrangement has been made. The SGA and the Exhibition Team are not responsible for any uncollected artwork.

Stewarding

Stewarding is an obligation that members accept in return for the chance to exhibit their work. They provide an extra level of security over and above that provided by the library.

Stewards:

- are the focus for visitors' queries.
- administer any sales of work and
- deal with membership enquiries.

Stewarding sessions are either (10am to 1pm) or 1pm to 4pm. Members will be asked to sign up to two sessions at hand in (members will generally be offered the opportunity to book a stewarding slot before hand in if they only have limited availability.) Where possible, we will ensure there are two stewards at every session.

If you are not able to fulfil your commitment, members should first try to find an alternative suitable person to take their place, before contacting the committee member responsible for stewarding, (who will be identified on the SGA website). Members who are not exhibiting are also welcome to steward.

Guidelines for Stewards will be available at hand in via the Stewards' folder. ALL STEWARDS MUST READ THE STEWARDS' FOLDER AT THE BEGINNING OF THEIR SESSION - it provides a checklist of what we need you to do, and how to do it.

If any member would like to discuss or receive guidance on the role please identify the committee member responsible for exhibitions on the website and contact them via email.

HANGING REQUIREMENTS FOR SGA EXHIBITIONS

Photography of Work

The Exhibitions Team may like to take photographs of artwork submitted for potential publicity use. To gain consent from artists, there will be a question on the SGA Submission Form asking whether or not they agree to their artwork being photographed.

A Note about Insurance

The Exhibitions Team, the stewards and the Salisbury Library staff will take every reasonable care of the items submitted for exhibition. They do not accept liability for any damage or loss. The SGA buys insurance cover to protect from third party claims, eg. for injuries caused by any accident in the gallery caused by the SGA or its members. Artists are therefore advised to make their own arrangements to insure their work.

THE EXHIBITION TEAM 2025