



FEDERATION OF CANADIAN ARTISTS




INSTRUCTIONS FOR DISPLAYING + SHIPPING ARTWORK



DISPLAY

PREPARING YOUR ARTWORK FOR HANGING

- All artworks must be wired for hanging with d-rings and plastic coated hanging wire.
- Household eyehooks are not accepted.
- Failure to provide proper gallery wiring hardware will result in a charge of \$20.00 for any and each piece that is not properly wired.
- Wire your piece across the width at 1/3 the height.
- Attach your acceptance waiver to the reverse of one accepted artwork

	<p>The d-hook is the required hardware for gallery hanging. Wire your frame at about one third of the vertical height and ensure that the wire is taut.</p>
	<p>Please don't use eyehooks. These can damage other paintings in storage and can cause damage to the gallery walls.</p>
	<p>Saw tooth hangers that often come with smaller frames. They are ineffective in a public gallery setting. Please wire your work with the required d-hooks.</p>

DISPLAY

FRAMING REGULATIONS:

- Framed and unframed works are permitted
- When artwork is on the wall, hanging equipment must be invisible, therefore the gallery doesn't accept canvas board, pressboard, or masonite unless framed
- All work is for sale, please respect that your artwork must be in good condition, as it can go home with a buyer same day. Artwork will not display if the frame is falling apart, delivered without proper hardware, visibly damaged or held together with unprofessional materials.
- Frames that are in poor condition will not display, and your work may be removed from the exhibition without submission refund.

SUBSTRATE REGULATIONS:

- Paper works must be framed or mounted to artist's cradled panel or gallery wrap canvas
- Staples must be on the back of the canvas
- Edges of the substrate must be painted a continuation of the painting on all sides, or one colour that enhances the painting.

Each exhibition will have its own regulations, please refer to the call booklet for special instructions.

SUBSTRATE



Pressboards must be framed.

Flat substrates like **paper** must be framed or mounted to wood panel or canvas.



Canvases are accepted, both regular and gallery wrap.

Canvases must have staples on the back of the surface.

Edges must be painted a continuation of the painting or a colour that compliments the work.



Wood panels are accepted.

Edges must be painted a continuation of the painting or a colour that compliments the work.

SHIPPING

SHIPPING YOUR ARTWORK TO THE GALLERY

- Please put your name on the outside of the box
- Send your work in a box suitable for shipping. Do not ship artwork wrapped in small sheets of cardboard or only wrapped in paper. Our technician returns artwork in the packing materials that you shipped us. Your container must last these two trips.
- The gallery accepts shipments from all the major couriers. (FedEx, UPS, Purolator, Canada Post, Greyhound Package Express*) Tuesday to Sunday from 10AM to 4PM
- With the exception of Canada Post and Greyhound Express, all shipments from major couriers must be accompanied by **pre-arranged prepaid return shipping**.
- The gallery will not arrange return shipping on your behalf.
- If your shipment is coming from outside of Canada, you must arrange and pay for any customs and duty charges prior to shipping. The gallery will not accept and will return any shipment with charges owing.

IF YOUR ARTWORK IS NOT SOLD

- FEDEX, UPS, PUROLATOR etc.: all shipments from major couriers must be accompanied by pre-arranged prepaid return shipment. The gallery will call the courier on your behalf to schedule a pickup for return.
- *CANADA POST: The gallery will contact you for credit card information in order to pay for return postage.
- *GREYHOUND PACKAGE EXPRESS: The gallery will return your package via Greyhound. Greyhound Package Express does not require a credit card or pre-payment for return shipments. Payment is made at time of collection from the depot.

Artworks for return generally leave the gallery within two weeks after the end of an exhibition. Please make the gallery aware of any timing concerns you have before the end of the exhibition. Any special return instructions must be made in writing to the Shipping Technician, Ted Fraser at fcashipping@artists.ca

Please address any questions regarding shipping and return to Ted Fraser at 604.681.8534 or email fcashipping@artists.ca