



FEDERATION OF CANADIAN ARTISTS

# INSTRUCTIONS FOR DISPLAYING + SHIPPING ARTWORK



**Address all shipped packages as follows:** Attn: Name of Exhibition  
Federation of Canadian Artists  
1241 Cartwright Street  
Vancouver BC V6H 4B7  
Canada

# DISPLAY

## PREPARING TWO DIMENSIONAL ARTWORK FOR HANGING

- All two dimensional artworks must be wired for hanging with **d-ring hangers and plastic coated** picture hanging wire (these can be found at art stores and home improvement stores in the picture and mirror hanging section of the store).
- Household eyehooks are not accepted.
- Failure to provide proper gallery wiring hardware will result in a charge of \$20.00 for each piece that is not properly wired.
- Wire your piece across the width at 1/3 the height.
- Slack wire should not come closer than 2 1/2" to the top of the edge of the work
- Tape the exhibition contract to the reverse side of the painting. Painter's tape works best and will adhere well to canvas or panel.
- For artworks delivered to the gallery by hand, the shipping department does not store or keep packaging or bags.



These are the d-ring hangers are the required hardware for gallery hanging. Wire your frame at about one third of the vertical height and ensure that the wire is taut.



Please use plastic coated picture hanging wire. This saves the hands of our volunteers, staff members and artwork surfaces or frames. Garden and electrical wire are unacceptable.



**Please don't use eyehooks.** They are not professional in appearance. Artwork with eyehooks will be rewired for \$20 at the expense of the artist.



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-ring hangers.** Artwork with saw tooth hangers will be rewired for \$20 at the expense of the artist.

# DISPLAY / SUBSTRATES

## FRAMING REGULATIONS:

- If artwork is under glass, clean under the glass before shipping. Clients do not like to see dust and debris under the glass or on the matting!
- 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 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.
- No wet or tacky paintings will be accepted as they damage other works of art while in storage

## PREPARING SCULPTURE FOR DISPLAY

The Federation of Canadian Artists is in the process of standardizing the process of display and delivery for Sculptors. The Federation has podiums and display surfaces for sculpture. If you have a special stand for your sculpture, please deliver it with your sculpture, unless directed otherwise. For hanging artworks, if you are local to the Vancouver gallery you will be asked to install the artwork on site. If you live further away please email detailed installation instructions to [sales@artists.ca](mailto:sales@artists.ca)

In addition to the aforementioned requirements, each exhibition will have its own regulations, please refer to the call booklet for special instructions.



**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.

Gallery wrap canvases do not need to be framed, canvases that do not meet the minimum depth of 1 1/2" inches must be framed, as in an aesthetic requirement of our gallery.

Canvases must have staples on the back of the stretcher bars.

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, a colour that compliments the work, or be completely void of paint.

These must also be a minimum of 1 1/2" deep.  
Narrower panels are accepted if framed.

# SHIPPING

## SHIPPING YOUR ARTWORK TO THE GALLERY

- **INCLUDE YOUR NAME AND THE NAME OF THE EXHIBITION ON YOUR BOX**
- Artwork must be accompanied by **pre-arranged return shipping labels** (or waybills). With the exception of Canada Post.
- Major couriers allow you to generate return shipping at the click of a button. If your painting is sold you will not be charged return shipping.
- Send your work in a box suitable for shipping. Do not ship artwork wrapped in small sheets of cardboard or only wrapped in paper. **The Art Handler returns artwork in the packing materials that you shipped us.**
- The gallery accepts shipments from all the major couriers. (FedEx, UPS, Purolator, Canada Post) Tuesday to Sunday from 10AM to 4PM
- 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.
- Do not use packing peanuts or materials that spill, fray or chip.
- Packing using thin Styrofoam sheets or thin Styrofoam board is not permitted and packing with Styrofoam is generally discouraged as it flakes and chips, adheres to yours and other artwork and is generally a nuisance.
- If shipping a work under glass you MUST “star” the work with painter’s tape. In the event of breakage, this starring of the surface with tape prevents glass from scattering.

## IF YOUR ARTWORK IS NOT SOLD

- FEDEX, UPS, PUROLATOR etc.: all shipments from major couriers must be accompanied by pre-arranged prepaid return shipment. You must then wait to receive notice for collection from the Art Handler.
- CANADA POST: The gallery will invoice you to pay for return postage. • Within a fortnight after the exhibition’s end, artworks are returned via your courier. If you have any timing concerns please let us know before the exhibition is over.

## PICKING UP YOUR UNSOLD ARTWORK

- Artists are responsible for collecting artwork within two weeks of the posted first date of collection. This information is in the call booklet. Failure to collect in this timeframe will result in the Federation claiming and/or disposing of your artwork or charging storage fees at \$20 a day, per artwork. Federation activities will be suspended until this fee is paid.

Address shipping questions to Kiana Shahnia 604.681.8534 or email [shipping@artists.ca](mailto:shipping@artists.ca)