



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.

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

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:

- There are podiums and display surfaces for sculpture at the gallery. 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 may be asked to install the artwork on site. If you live further away please email detailed installation instructions to 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.

	<p>Pressboards must be framed.</p> <p>Flat substrates like paper must be framed or mounted to wood panel or canvas.</p>
 <small>frankfrankart.com</small>	<p>Canvases are accepted, both regular and gallery wrap.</p> <p>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.</p> <p>Canvases must have staples on the back of the stretcher bars.</p> <p>Edges must be painted a continuation of the painting or a colour that compliments the work.</p>
	<p>Wood panels are accepted.</p> <p>Edges must be painted a continuation of the painting, a colour that compliments the work, or be completely void of paint.</p> <p>These must also be a minimum of 1 1/2" deep. Narrower panels are accepted if framed.</p>

SHIPPING

SHIPPING YOUR ARTWORK TO THE GALLERY:

- **INCLUDE YOUR NAME AND THE NAME OF THE EXHIBITION ON YOUR BOX**
- Artists may attach a **pre-arranged return shipping label** (or an waybill). If so, clearly indicate on the box so the gallery staff won't miss it.
- If your artwork 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 artworks will be packaged in the packing materials that you shipped us.**
- The gallery accepts shipments from all the major couriers. (FedEx, UPS, Purolator, Canada Post) Monday 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.
- 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 prevents glass from scattering.

AFTER THE EXHIBITION:

- Within a fortnight of the exhibition's end, unsold artworks are shipped out of the gallery.
- If Artworks arrived to the gallery with the pre-arranged return shipping labels, artists do not need to take any actions.
- If Artworks arrived to the gallery without the pre-arranged return shipping labels, the gallery will invoice the artists for return postage. Courier companies may vary depending on the shipping rates.
- The gallery will use the artist's address indicated in their exhibition submission form when generating the return label. If the return shipping address differs, email **shipping@artists.ca**
- Artists are responsible for collecting artwork within the artwork pick up window. 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 week, per artwork. Federation activities will be suspended until this fee is paid