

# A Guide to Preparing Art for Exhibition

## Filling Out Submission Forms/Labeling

- Pricing – you will be asked to provide a sale price and an insurance value. Even if your work is NFS (not for sale), you MUST enter a value for insurance paperwork. Be reasonable in designating an insurance amount (this is NOT the same thing as retail value); in the event of disaster you should expect to be reimbursed for the cost of art supplies used in making the piece plus the cost of matting and framing (but not necessarily for your priceless talent or artistic genius).
- Medium – how you label your medium conveys your level of professionalism as an artist. Please use the suggestions below to guide how you designate your medium. Examples include:

oil on canvas/board

acrylic on

canvas/board/paper

gouache

pastel

oil pastel

graphite

pen and ink

brush and wash

conté crayon

fibers

digital photography

film photography

silkscreen

woodcut

lithograph

etching

engraving

mezzotint

aquatint

monotype

ceramic

Mixed Media

- if your piece utilizes more than three media, say, “Mixed Media” rather than listing them all

- If you utilize non-traditional media, just say “Mixed Media.” There is no need to list, “spaghetti, latex paint, dog hair, and Styrofoam peanuts.”

## Framing your Two-Dimensional Art

- **Painting on Canvas**
  - Leave the canvas unframed and paint the sides (the cloth that wraps around the stretcher).
  - Frame the canvas in a suitable, properly-fitted frame. A frame that does not fit or is made of a material that does not coordinate with your image can potentially hurt your chances during judging.
    - Pick a frame that compliments your work. For example, a contemporary abstract painting does not look good in an ornate, antique frame, any more than a traditional still-life looks good in a futuristic chrome frame.
- **Works on Paper**
  - Choose a mat that compliments your work *but that does not outshine it*. Shades of white, black, and grey are best; that bright purple mat may perfectly match the focal point of your painting, but to a juror’s eyes it may seem tacky or over-the-top.
  - Cut your mat to the same width on all sides of your piece. If one edge must be wider than the other three to fit your frame, make the bottom side the widest.
  - Choose a frame that works with both mat and artwork. Try not to pair modern with rustic, traditional with contemporary, etc.
- **ALL FRAMED WORK**
  - You MUST equip your framed pieces with hanging wire. Saw-toothed hangers or loops (the ones that come factory-installed on many frames) are near-worthless. They make it difficult to hang your work level, but more importantly they are not as safe and stable as hanging wire (literally, they may not support the weight of your piece and may cause it to fall off the wall).
  - You MUST use actual, braided hanging wire. Monofilament (fishing line), floral wire, electric wire, string or other general types of wire are NOT acceptable substitutes. You put your work at risk if you use these products (again, they can cause your piece to fall).
  - NEVER attach wire to the built-in grommets/loops that sometimes come attached to backing board in frame kits. These are not strong enough to hold the weight of the frame’s own glass.
  - See Framing Information on Reverse of this Page

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## Framing Wire

There are several brands, but a commonly available one is Ook. You may want to invest in one of the products pictured at right.

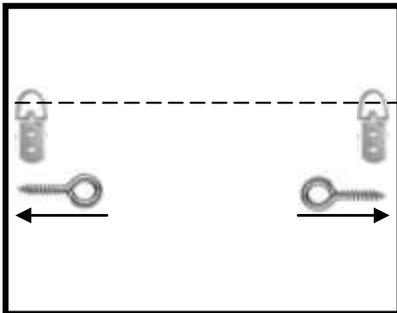
## Wiring your Piece

The best choice for attaching wire to the back of your 2-D work is a D-ring. They work best because they lie flat against the back of your frame, allowing it to hang flat against the wall and adding stability. In other words, they look better and work better.



Eye screws are an acceptable alternative, but they can cause problems. If you install them, make sure they are flush with the back of the frame. See diagram below.

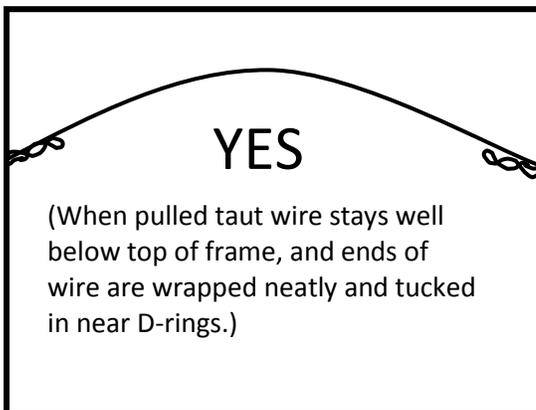
Attach one D-ring (heavier- or lighter-duty based on the weight of your piece) to each side of your frame, approximately 1/4 to 1/3 of the total distance from the top (indicated by the dashed line in the diagram below).



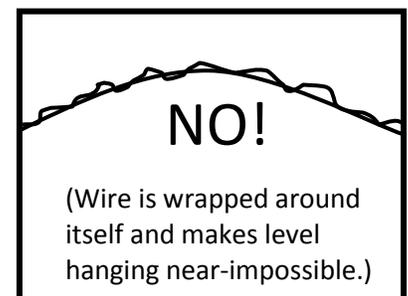
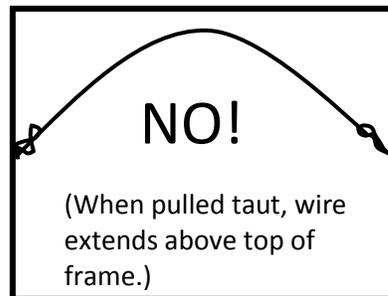
Attach D-rings or eye screws at about this level. If using eye screws, install them at the angle shown. Do not install them straight into the back of the frame so that they stick out.

String wire through your rings/loops and secure it tightly at the edges. The wire should be reasonably taut when you pull on it, it should not have wrapped wire ends at the center, and you should not be able to pull it higher than the top of your frame when you pull (hard) on the wire. The back of

your framed piece, when you have finished, should look like the figure at left:



But NEVER like these:



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