

FLORENCE EVENTS CENTER GALLERIES



SHOW READY GUIDELINES

The following are guidelines for artists to practice when preparing their artwork for exhibit at the FEC galleries. Artwork not meeting these guidelines may not be displayed.

- All artwork should be identified on the back with artist's name, phone and artwork title
- Matting and framing should be properly executed (see the following guidelines below)

FRAMING TWO-DIMENSIONAL WORK

- **NO** saw toothed hangers. All frame hardware to be tightly secured.
- Wire secured tightly in hangers and sharp ends should be covered with tape or other material. Wire/cords with very little slack.
- Appropriate hanging wires/cords should be used according to size and weight of artwork.
- Hangers equal distance, one-third down from top.

FRAMING WITH GLASS AND MAT

- **FRAMES** should be properly assembled metal or wood with tight corners. No obvious scratches, dirt, paint or fingerprints on the face of the frames.
- Bumpers i.e. corners made of felt or plastic.
- **MATS** should be clean and well cut with no pencil marks, hairs, finger prints, smudges or dust and artwork should be secured properly to the mat and/or backing.
- **GLASS** or **PLEXI GLASS** should be clean inside and outside leaving no trace of dust, fingerprints, inside moisture or smears. (Use special cleaner for Plexiglas surfaces and a soft cloth to avoid scratches)