



EXHIBITION GUIDELINES

How Shows Are Hung

When we receive a painting or other work at an exhibition, we check it against the master list of registered entries. The list, which includes the size of each work, allows us to estimate the space required to hang the show. As more paintings arrive, we revise our space estimates and adjust our plans until the last painting is placed. We also make adjustments as we go to achieve the best overall effect for the exhibit, not to showcase a specific piece. (For this reason, members are asked not to seek a particular spot for their work. Because of gallery configurations, lighting and other factors, some locations are better than others. But over the course of a year or two, the better spots will probably be shared fairly.)

The master list of entries for a show is also used to prepare wall labels in advance. Once the artwork is hung, we apply a pre-printed label for each painting. If the painting does not match the entry on the registration list, the pre-printed label will be incorrect and the space allocated for it might be wrong. It is critical, therefore, that the information on the registration form be legible and correct.

The Registration Form

Because a member sometimes forgets to deliver (or pick up) artwork at the designated time, it's important that we have a phone number where we can reach you quickly.

Consider limiting your title to 40 characters and the name of the medium to 12 characters. We use a consistent easy-to-read font for the wall labels and, when we have them, catalogs. Long titles may lead to truncation, and that can have unpredictable results.

When specifying size, use width x height (e.g., 12" x 14" means 12 inches wide by 14 inches high).

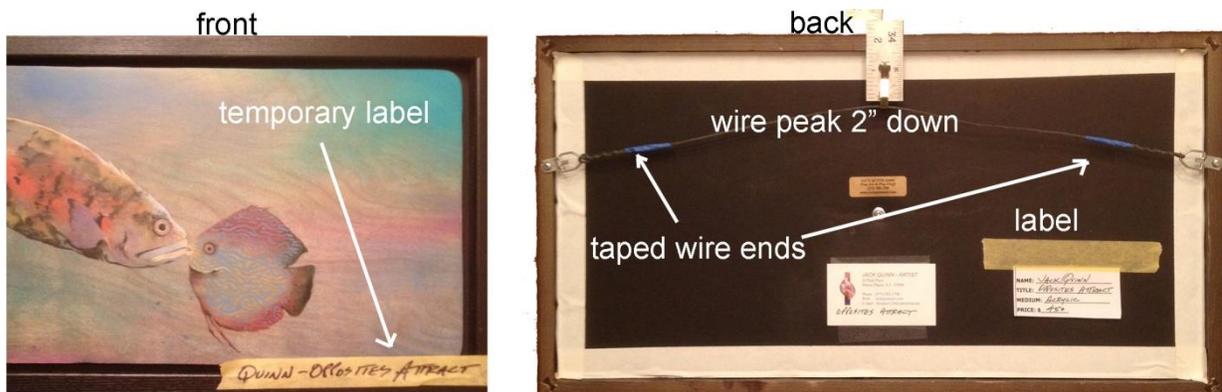
Digital Images

When providing digital (jpg) images for registration or jurying, name the file with the title of the work. Size it so that the longest side is close to 1000 pixels. This size provides enough resolution for viewing on a standard monitor while limiting the file size; the maximum is 3 Mb. You can use your camera's default setting, usually 72, for DPI. Digital enhancement should be kept to a minimum.

When publicity photos are requested, size them at 2000 pixels on the longest side and 300 DPI (turn off Resample Image). If we require a different size, we will specify that in an email or in the prospectus.

Preparing Your Art Work

- Artwork to be hung may not weigh more than 20 pounds, the weight limit on the hanging systems in use at most of our venues. Use Plexiglas® rather than regular glass for larger works.
- Diptychs and triptychs will be accepted only if they are mounted in a single frame.
- Two labels are required for each entry – a temporary one on the front and a more formal one on the back. (See the illustrations below.)
- The label on the back of the painting must match the registration information exactly. It must be legible and securely fastened with tape.
- The temporary label -- it can be low-tack painters' tape -- should be on the front of the work (see illustration). It should list the artist's last name and the title of the work. This tape will help us choose the right wall label without removing the work from the wall to identify it. Once the label is in place, the tape will be removed. Caution: Tape may damage the finish on gold or silver frames, so it may be safer to place low-tack tape on the painting itself.
- Please make sure that frames are free of splinters.
- If you are using twisted, uncoated wire, please tape the twisted ends (see illustration). Volunteers have been impaled many times by loose wire ends.
- Ensure that the wire is twisted enough at each end so that it does not slip, untwist or move when pulled on.
- The wire peak should be two inches from the top of the frame to ensure that hooks and hanging-system hardware are hidden.



Other Requirements

Some venues may have requirements beyond those listed above. Those requirements will be outlined in the prospectus or in an email message.

The latest version of these requirements will be maintained on the NJ Art Association web site, www.njartassoc.org.