



2022
CENTRAL REGION
JURIED ART EXHIBIT

TIP SHEETS
HANGING & PACKAGING

HOW TO PROFESSIONALLY PREPARE YOUR ARTWORK HANGING & PACKAGING

HANGING:

The following instructions for hanging was created by Jeannette Bowen (January 8, 2012) and can be found at the following link:

<http://artbyjae.blogspot.ca/2012/01/how-to-wire-painting-for-hanging.html>

Supplies you will need:

Wire Cutters

Ruler



2 Eyehooks



Wire - gauge will depend on weight. Read packages for information when canvas purchasing.



Step 1

You should have your canvas face down so you can see the stretcher bars on the back.

Make sure you take note of where the top of your painting is so that you put the wire in the right place!



Step 2

With the top of your canvas in the right position, measure the side of your canvas with the ruler. You should be placing the wire between 1/4 and 1/3 of the way down.



My canvas is 16x20, so I am measuring down 5 inches on the 16 inch side and placing a mark with my pencil.



Repeat this for the opposite side - make sure you place a mark at the exact same measurement!



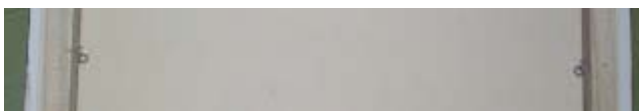
Step 3

Push the tip of one of your eyehooks into the inside edge of the stretcher bar, lined up with your pencil mark. Placing the eyehook on the inside edge will help your painting to lie flat against your customer's wall and avoid leaving any wall damage.



Step 4

Twist the eyehook into the stretcher bar. The wood used in the stretcher bars is fairly soft, so it should be easy to twist in. Make sure you twist it in straight so it does not come up through the top of the stretcher bar or through the bottom and into your painting!



Step 5

Repeat Step 3 and 4 for the opposite stretcher bar so that both eye hooks are in place.



Step 6

Measure out your wire so that it is about 6-8" longer than the eyehooks on both sides. I usually line it up and then cut it with my wire cutters.



Step 7

It is important that the wire is secured to the eyehook. This step describes how to tie the wire onto the eyehook. First you should loop the wire from underneath the eyehook and up.



Next you should make a letter "P" with the wire by looping it underneath of itself.



Now push the tip of the wire through this loop. Pull tightly for a very secure knot.



To make the wire even more secure, you should knot it again. To do this, first pull the end of the wire through the eyehook again from underneath and back up.



Push the tip of the wire through the loop.



Pull tightly for a second secure knot.



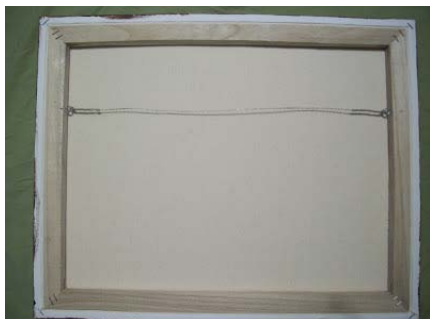
Step 8

Repeat Step 7 for the opposite eyehook. When you first put the wire through the second eyehook, make sure the wire is taut. You do not want slack wire; as the wire hangs it will loosen some, so you do not want to loosen so much that the painting no longer hangs correctly!



Step 9

Wrap the extra wire on both ends around the taut wire going across the canvas. I wrap mine very tightly for extra stabilization.



Now admire your professional, wire hanging!

PACKAGING:

When shipping work that will be returned to you (a juried show, for example), be sure to use easily reusable packing materials. Think about what it would be like at a juried show – there's work coming in from all over the region, the people unpacking and repacking your work could be volunteers – you want to make it as clear as possible for them to unpack your work and repack it properly after the show.

Steps to Packing Artwork:

1. Protect the artwork from dust and moisture:
 - Wrap the artwork with protective, acid-free paper such as glassine or tissue paper
 - Cover the artwork with white cotton fabric (recommended for textiles, ceramics, and wood)
 - Wrap the artwork loosely in plastic
2. Protect the artwork from damage:
 - If possible, use two containers; a smaller box cushioned on all sides inside a larger box can protect your artwork from bumps and sharp objects
 - Insulate the artwork with padding such as bubble wrap, upholstery foam, or Styrofoam. Loose material such as any type of Styrofoam peanuts is NOT recommended.
 - You may also want to consider protecting the corners as shown in the picture:



3. Identify your artwork:
 - Include the artist's name and the title on the back or bottom of the artwork
 - Write your name on all exterior sides of all shipping containers using permanent marker
 - Cover any paper labels with clear tape
 - Identify your container as "FRAGILE" (ask your shipping company for labels)
 - Identify where you would like the container to be opened by writing "OPEN THIS SIDE," or "OPEN HERE"
4. Include detailed unpacking and packing instructions

If a suitable packing box cannot be found, consider making your own:

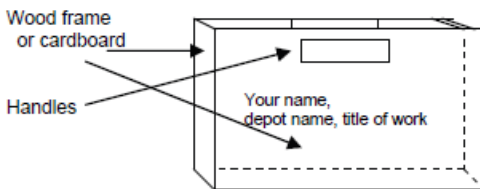
Materials:

- wood strips (2" - 4" wide & ½" thick)
- cardboard
- nails
- staple gun

Step 1: Butt corners and nail wood frame together.

Step 2: Cut 2 pieces of cardboard the size of the wood frame and staple cardboard to frame.

Step 3: Make handles by cutting strips about 2" x 4" about 1" from centre top. Reinforce the handles with duct tape to give them more stability. **Handles should be fastened together with string or tape and are mandatory.**



Suggestions for Packaging Quilts:

1. Roll the quilt onto a small tube (right side out)
2. Place in the small tube with the quilt into a plastic bag
3. Place this into a larger shipping tube
4. Cap/secure the ends
5. Clearly label the shipping tube:
 - clearly label the tube with Include the artist's name and the title on the back or bottom of the artwork
 - Write your name on all exterior sides of all shipping containers using permanent marker
 - Cover any paper labels with clear tape
 - Identify your container as "FRAGILE" (ask your shipping company for labels)
 - Identify where you would like the container to be opened by writing "OPEN THIS SIDE," or "OPEN HERE"
6. Include detailed unpacking and packing instructions

PACKAGING SCULPTURES OR 3D ARTWORK:

The following instructions for packing sculptures or 3D artwork were created by Saatchi Art and can be found at the following link: <https://www.saatchiart.com/packaging>

1. Unroll the bubble wrap and place it around the upper half of the sculpture 2 times. Only wrap half of the sculpture at this time. Cut the bubble wrap and secure it with tape. Now overlap the top of the bubble wrap so it protects the top of the sculpture. Secure it with tape.
2. Wrap the bubble wrap around the bottom half of the sculpture 2 times. Make sure to overlap the bubble wrap in the middle slightly. Cut the bubble wrap and secure it with tape down the side and around the middle where the 2 pieces overlap. Now overlap the bottom so it protects the bottom of the sculpture and secure it with tape.
3. Fill the box up about 1/3 of the way with shredded paper. Make a hole in the middle of the shredded paper so you can set the sculpture down in the middle of it. Set the sculpture down in the shredded paper and fill the remainder of the box with shredded paper. Make sure you securely pack the shredded paper around the sculpture so no movement is possible during shipment.

Tape the box closed, and put the address on the label. Affix the shipping label to the box and place some tape over the shipping label so it does not accidentally get pulled off during shipping.

OTHER RESOURCES/WEBSITES:

<http://www.airfloatsys.com/>

<http://www.uline.com/>

<http://howto.academyart.edu/submitting-artwork/shipping---crating-artwork>