

Instructions for Presentation of work for the 146th Annual Exhibition

Please follow these details to ensure your work makes it to the final selection for exhibition. All entries will be checked on delivery, so please ensure everything is in order before dropping off/sending to avoid disappointment.

- Please **accurately** check the size of large works using a measuring tape. All wall hung works must not exceed 1.25m on longest side (including frame).
- All wall hung works **must** have D-rings placed no lower than 75mm from the top of the work. Very small works, particularly with deep frames require the D-rings even closer to the top or they tilt forward when hung.
- For framed works, a high standard of framing is expected. No metal clips or nails should be visible. Framing tape should be used to provide a professional finish.
- All works require a sturdy 'Swing Tag' (not lightweight paper) with string long enough for the label to hang over the front of the work for checking off. Please do not tie swing tag to D-ring, it should be hung off the picture string/wire where possible. For 3-dimensional works please attach a swing tag in some way. This will be removed/hidden once the work is displayed with an exhibition label.
- **Details on swing tag should include:** Name and Phone number of Artist, Title of Work, Medium and Price. The artist's name and title of work should also be recorded on the back of the work, should the swing tag fall off.

DIAGRAM OF BACK OF 2D WORKS

