

Textile Surface Design Guild – Exhibition / Installation Procedures

Submissions: Labelling & Packing:

1. Each submission must have its own entry form attached to it, including:
 - i. Title of the art work
 - ii. Artist's Name
 - iii. Date of production (can simply be the year)
 - iv. Media the article is made from
 - v. Dimensions (usually in centimetres/metres now)
 - vi. If it is part of a numbered series, which number is it (example: #1 of 4)?
2. Each submission, the actual art work, must have similar labelling attached to the actual article.
3. Packing:
 - i. Grocery bags and newspaper wraps are not appropriate.
 - ii. Packing should protect your work from damage, whether dropped or spilled upon.
 - iii. Remember that the handlers of your art work are probably volunteers without training on art handling.
 - iv. All of your packing materials must be labelled: Name, Title, your contact information or at least a telephone number. If you have multiple submissions, they should be numbered (example: #1 of 4, #2 of 4, etc.). This is to ensure when your work is returned to you that you get it back in as close as possible a state as you submitted it, well protected.

READY TO HANG:

1. All submitted pieces must be finished and dry. Late submissions are not accepted.
2. If they are to be hung, all of the hanging hardware must be in place already: rods for quilts, sturdy picture hanging wire attached already (do not use copper or brass as it can be brittle & snap). No exceptions.
3. Wires are generally measured to be placed in the top third. Measure the length, divide by 3 and place the wires on the first line from the top.

Show Duration and Sales:

1. Once an art work has been accepted into a TSDG exhibition it can not be removed prior to the take down of the show. It must be taken down by the Exhibition Committee first then signed out before the owner or the owner's designate may remove it from the site. (The only special releases must be done by contacting the Exhibition Chair and may only be in the event of moving or health/death related issues.)
 - a. This is related to any insurance requirements of the venue and/or the suspicion of theft.
 - b. Also, the Exhibition Chair is technically responsible for all aspects of the exhibition to ensure the safety of each members' works.
 - c. This is standard procedure in any gallery or business.
2. If an art work is sold during the exhibit:
 - a. It must remain in the exhibit until the final show take down.
 - b. Depending on the venue, the financial arrangements will be handled by the TSDG Treasurer or the venue operator (for example CASA). The buyer will prepay the TSDG Treasurer or the venue co-ordinator then the commission as stated for the event will be subtracted from the payment. Then a cheque will be sent to the artist.
 - c. The artist may deliver the art work to the buyer after assuring payment has been made and after the show take down. Pick up can also be arranged.

Volunteer Handling of Art Works:

1. Each art work is a treasure for its owner. They must be treated so. Some are very fragile.
2. Do not pile or stack them together or on top of each other.
3. Support three dimensional pieces from the bottom.
4. Framed pieces must be carried by their sides. Carrying them from the top of the frame may pull the frame top away from the rest and drop the piece.
5. If carrying or packing more than one framed art work, they must be:
 - i. Stacked with the largest on the bottom. Never carry more than you think you can. It is better to take more than one trip than to risk dropping them.
 - ii. Put face to face (glass to glass) or back to back. This prevents the hanging wire & screws from damaging the front of the frames.

Basic Tool Kit: hammer, wire, wire cutters/pliers, fishing line, scissors, nail selection, tape measure, tape (adhesive, double-sided, hanging), cleaning materials

Equipment: plinths stored in the wet room cupboards, plastic container with clips, various boxes, cloth covers