

COWICHAN VALLEY ARTS COUNCIL

Hanging Your Artwork in PORTALS Gallery and Annex Shows and Submission Requirements for Art Shows.

The CVAC hanging system uses a track cable with an adjustable hook upon which your artwork is hung. We ask that your images be ready to hang using this system. This is why we require your artworks to be wired in the following way:

HOW TO WIRE YOUR ART IMAGE:

- Measure the full height of the artwork including any frame. Divide this height number by three. From the top of the canvas measure down one-third of this total. Mark where your D-ring will be screwed into the frame. Do this on both sides. Position the D-ring horizontally and screw into place (D-rings vary in size depending on your canvas size). Ensure the screws are long enough to anchor one-third to one-half way into the frame depth. Large frames may need a two-screw D-ring if heavy or larger.
- Thread plastic coated wire according to diagram using a clove hitch or cow hitch pulled as tightly as possible. Coated wire is better to use as uncoated strand wire creates uneven hanging and a higher likelihood of crimping. Over time individual strands can break or let go and damage your artwork.
- Run wire thru D-rings and leaving approx 3-4 inches extra wire at either side to ensure enough wire to knot using cow or clove hitch (see diagram fig.4) leaving excess which will be tightly wrapped around the hanging wire.
- Wrap a small amount of your end wire (1.5- 2 inches) very tightly around the hanging wire so that each round of wrapped wire neatly touches the next. Cut off extra after 1-1.5 inches are wrapped around wire. Tape wire ends to prevent damaging any other painting, wall or the installer.
- In all cases ensure the hanging wire is relatively taut! This allows for a more vertical hanging of your piece. The hanging wire needs to be at least 3 inches below the top edge of the frame to ensure our cable system works properly.
- For frames exceeding 3+ feet in length: It is very helpful to add a third D-ring at the centrepont of the lower frame. In this case from LOWER CENTRE attach wire in usual manner, then run hanging wire continuously up through D-rings on each vertical side to then be secured at the centre bottom of frame. After pulling quite taut, apply usual knots and after wire wrapping and taped ends as usual.
- For frames with glass: Ensure glass and frames are free of lint, smudges, scratches etc both inside and out. Check that your matting is clean. Also that the image is level within the frame. If using glass or final finishing frame, it is ideal to then seal the back of the

image to prevent dust etc from entering. Label back of item with your complete information (archival).

- For Canvas Frames: Use wrapped canvas with no staples showing on side edges otherwise please frame. Ensure finished edges of unframed canvases are neatly painted.
- Maximum Submission size: Height X Length X Depth, not to exceed 48 inches squared; this includes a diptych and a triptych. Please include size in your submission. If your artwork exceeds these dimensions, please contact our office to discuss further.
- For Sculptures please note the following:
What special handling does your sculptural piece require?
Is your piece a stand-alone or need a plinth(s); if so what size(s) (height, width and length)?
What is the weight of your piece? If this is to be hung, how? How many people are needed to lift into place?
- Assemblage: Size of physical space needed for 2 D and/or 3 D physical piece.
Is this an interactive piece? Is extra space over, in front of or behind physical piece space needed for viewer interaction? Continuously or for a specific performance?
Do you have everything you need to display your piece in this manner?

Supplies for Hanging can be readily purchased at a modest cost from local frame shops. Readymade frames from retail outlets generally need an additional wire added.

Materials needed: Plastic coated wire, D-rings, appropriate sized screws.

Helpful tools: wire cutter, screwdriver, nail/awl or small drill to start the hole, measuring tape, pencil for marking positions. (see illustrations attached)

NOT ACCEPTABLE:

No eye screws, no sawtooth hangers. (see illustrations attached)

No single small lightweight ring hooks (generally too small and lightly attached)

No frames with sliding clips

No fishing line as easily stretches, breaks down with age and unknots.

Please contact CVAC if a particular piece does not fall into the above categories for hanging or presenting, to set up a time to discuss in person and in detail what might or might not be possible to ensure your continued placement within a specific show. A lead time of two weeks or more prior to intake is required.

Please take the time to inspect your artworks before presenting so you aren't disappointed with a last minute rejection. Artworks may be moved multiple times in the process of being curated. Therefore it's helpful to ensure you have your information (name, title, medium) on the back of the frame.

The curatorial team works diligently with each show representative in bringing every show to its highest potential within the theme and vision of the specific collection. Placement of images within the Gallery is done at the direction of the curatorial team. If in the rare instance a compromise cannot be reached, the decisions of the curatorial team are final.

Thank you for your cooperation and participation in making a creative and exciting Art Show.
Wishing you creative success from the team at CVAC

COPYRIGHT LAW.

CVAC requires that all images used in creating art work submitted to a CVAC Art Show respect copyright law and not be a copy, derivative or based on the work of others. The Federation of Canadian Artists General Policy Manual (Version 9.5), in Section 5.6.1 defines copyright infringement as “the use of any material as source for, or incorporation into, a work of art for which the artist does not own the copyright or does not have written permission from the copyright holder to use.” For further information, please review the complete FCA Policy Manual at <https://artists.ca/files/5644/191206>.

Cowichan Valley Arts Council: Art Hanging Specs

