



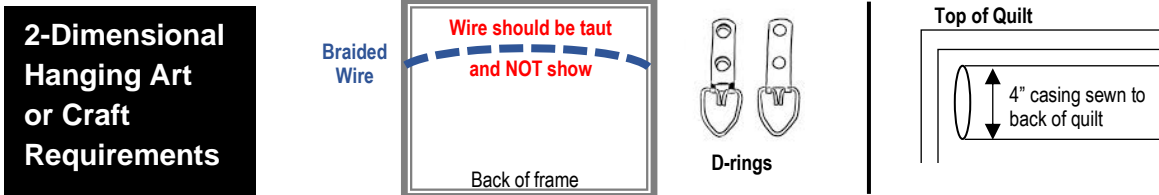
# PREPARING ART FOR LIVE ART GALLERY EXHIBITION

## GENERAL REQUIREMENTS - ALL ENTRIES

- Entries must be finished and dry with any moveable parts securely adhered or fastened. No raw-edged glass will be accepted. Artworks will be disallowed if incomplete, wet, excessively fragile, or hazardous.
- Include **Height, Width and Depth** in entry form description area for ALL entries.
- ALL art must include a 3"x4" label **securely adhered** to the back or bottom of the entry with the following information centered and legibly printed:  
**Title of art** (or "untitled"); **Artist Name**; **Type of Media**; **Sale Price** (or "NFS")
- If applicable for exhibit: Entries may be entered and/or exhibited in one media category only. The Commission reserves the right to assign entries unclearly designated to the most suitable media category.

## TWO DIMENSIONAL ENTRIES

- Entries must be display-ready for wall hanging. This includes appropriate framing with **D-rings (flat hangers) and strong and secure BRAIDED WIRE.**
- Hardware should not project beyond the back of the frame. Keep the wire taut. Allow 3 to 4 inches of excess wire on each D-ring. Securely knot the end of the wire on the D-ring then twist another inch of the excess up the rest of the wire.
- **Clip frames, screw eyes and sawtooth hangers are NOT acceptable!**
- 2-dimensional art entries may not exceed 50 pounds.
- If entering a large or bed-size quilt - a **4" hanging sleeve sewn** to the top of the entry's back is required.



## THREE DIMENSIONAL / FREE-STANDING ENTRIES

- 3-D art or craft should stand securely and independently.
- If needed, the artist should include a display stand, easel, or pedestal, which also should be labeled.
- Entries should not be excessively heavy or wide.
- Entries that require special handling must be approved. The artist is responsible for installing and removing pieces that require special handling.

Due to space and facility limitations, some artworks may not be suitable for entry. If there is a concern regarding the eligibility of a piece or for large-scale and other pieces requiring special considerations, contact the Cultural Arts Specialist (650) 829-3810 or SSF Recreation office, (650) 829-3800.

**INAPPROPRIATE DISPLAY METHOD MAY DISQUALIFY A PIECE FOR EXHIBIT.**