

## **Policy and Guidelines for Displaying at the ArtHub**

No item shall be put out in display area without first adhering to the policies and guidelines as set forth below. No item shall be put into the display area without first being inputted into the inventory system. All items must be clearly marked with the code and price corresponding to the inventory sheet at the time of drop off.

### **2D ART**

2D Art covers several categories. Hanging artwork; cards; prints for example.

#### **Hanging art:**

- ❖ Frames must be hanging frames and NOT tabletop frames;
- ❖ Frames must not be scratched or chipped and lightweight suitable for the weight of the artwork;
- ❖ Wires are to be secured to the frame itself, this goes for canvas wrapped artwork;
- ❖ Frames are to be wired 1/3 from the top and wires are to be tight, bumpers on the bottom back of frame is allowed;
- ❖ No sawtooth hangers, eyehooks or single hook hangers are allowed; and
- ❖ All artwork must be tagged on the back with the information on the corresponding inventory sheet - (Title, Medium, Artist, Code and Price).

#### **Cards and Prints:**

All cards and prints are to be in clear cellophane envelopes and tagged with correct inventory coding and price. Cards may have one (1) inventory code for batch.

### **3D ART**

3D Art covers several categories. Ceramic/Pottery; Glassworks; Jewelry; Metal; Wood, etc.

A business card size description of work is helpful. If the work is obvious – wood turning, metalwork, pottery a descriptive card is not necessary. The ArtHub will provide the card holder.

All 3D artists must supply their own displays for their work, if necessary. If the ArtHub cannot accommodate the display provided, the ArtHub will do its best to provide a safe and secure display for the work. All displays provided by the artist must be clearly marked with the artist's name providing the display. Any displays not used will be set aside in the office and returned to the artist.

*Jewelry* items must follow these guidelines:

- ALL Earrings/pins must be displayed individually on a sturdy, free-standing card, earring display holder, box and clearly marked on the back of earring/pin card or box with the code and price and product description (**Example:** *Code, Price, Cloisonné and Sterling Silver*)
- Pendants/necklaces/bracelets - placed on an appropriate display for that item or box.
- Pendants and earrings which are a set may be placed together as a set on an appropriate display or box.
- **ALL ITEMS** that come in contact with skin must clearly state type of metal used – sterling silver (SS), gold filled (GF), etc. This is necessary due to the fact that many people have allergies to certain metals and it is not up to the gallery sitter to guess when a customer inquires as to what metal it is.
- No stringed jewelry allowed. There are exceptions which must be juried by the board.