

# Care and Handling of Exhibitions



Please ensure proper care and handling of the artwork, frames and crates with each exhibition. It is essential to the continued success of the Alberta Foundation for the Arts Travelling Exhibition Program. The suggestions below are offered as general guidelines, however if you have questions or comments you can contact the Travelling Exhibition Program Manager/ Curator at any time.

## 1. Receiving the exhibition

- Check crate for signs of damage
- Allow 24 hours for contents of crate to acclimatize before opening
- Upon opening crate, first read any handling instructions carefully

## 2. Unpacking crates (SIDE opening)

- Gently slide artwork straight out
- Hold artwork top and bottom to carry
- Do not pick up by wire or frame top

## 3. Unpacking crates (TOP opening)

- Gently lift artwork straight up (do not pull by frame top)
- When clear of the crate, handle artwork by the sides
- Hold artwork top and bottom to carry

## 4. Lifting and carrying artwork

- Do not hold by wire or frame top
- Do not stack when carrying (artwork can fall and will scratch)
- Hold by frame top and bottom to carry, one at a time

## 5. Displaying artwork

- Avoid areas with direct sunlight or very bright lights
- Do not place artwork near heat sources or water sources
- Avoid placing artwork away from supervised areas or near exit doors
- If possible, display artwork in a secure room
- When using nails use heavy duty picture hooks (two nails to be safe with larger works)
- As a rule, top half of artwork should be at eye level (centre = 58 inches from floor)

## 6. Use of Labels

- Do not place labels on Plexiglas
- Locate labels beside lower right corner of artwork on wall
- Use loops of masking tape or “Hold it” putty or similar product on back of label to adhere to wall
- Clean and replace labels in envelope provided
- Report missing or damaged labels to the Program Manager/ Curator for replacement

## 7. Cleaning

- Do not use any cleaners that contain ammonia, such as Windex, on Plexiglas. **Do not use Windex.**
  - You can use “Plexiglas cleaner” if you have that specific product
- Clean artwork lying flat, not in an upright position
- If no Plexiglas cleaner is available, use a soft, clean, damp cloth
  - A microfiber cloth is provided with the crate, cotton will also work

### 8. Interpretative Packages and Educational Programming

- Venues receive a copy of the exhibition interpretive package prior to receiving the exhibition. The package is property of your venue for future reference.
- Interpretive and Educational Catalogues contain useful resource material for groups and individuals, and are intended to be displayed at the venue during the exhibition.
- In schools, the catalogue is useful for art teachers or other staff.
- Contact the Travelling Exhibition Program Manager/ Curator to discuss hosting an artist talk, workshop or reception.

### 9. Reports

- Prior to each exhibition, venue representatives will receive a standard set of forms: **exhibition contract, exhibition fee invoice, condition report, publicity report and visitor comment sheet**. The representative must complete the various forms in accordance with the following guidelines:
  - **Contracts and Invoice**  
It is the responsibility of the representative to ensure that a copy of contract is signed, dated and returned promptly by mail or fax **prior to the beginning exhibition date**. Payment of exhibition fee (as noted on the invoice) is due thirty days after the conclusion of the exhibition.
  - **Condition Reports**  
It is essential that a condition report be filled out at the time that the artwork is uncrated and again when the artwork is returned to the crates. The venue representative should verify that all of the works listed as part of the exhibition are present and in good condition. Any damage to artwork, frames, mats, backings, and crates should be noted.
  - **Publicity Reports**  
Keeping track of publicity surrounding the Travelling Exhibition Program is essential to measuring the success of the program. The publicity and attendance report helps to identify our audience and the volunteers involved.
  - **Visitors Comment Sheet**  
The visitor comment sheet should be placed near the exhibition interpretive package, accessible to the public. *\*The condition report, publicity report and visitor comment sheet should be promptly returned to the Program Manager/ Curator **at the conclusion of the exhibition along with invoice and payment.***

### 10. Shipping

- Towards the end of each month, the Program Manager will email instructions explaining when to de-install the exhibition, when to contact the transport company and the shipping information for the next venue.

**Thank you for all of your hard work and dedication to the TREX Program!**

Please don't hesitate to contact Xanthe Isbister, Program Manager and Curator, Travelling Exhibition Program (TREX), Alberta Foundation for the Arts, ph.: 403.502.8586 cell: 403.580.7503 email: xanisb@medicinehat.ca