

Guidelines for Presentation of Work at Harbour House Open Art Exhibitions

We organise two Open Art Exhibitions every year, offering artists the opportunity to enter work relating to our themes.

It is not possible for Harbour House staff to give advice or assistance on the handing-in day, so we have prepared these guidance notes to help you with the presentation of your work.

Please contact us in advance if you would like any more help.
Telephone: 01548 854708
(Monday - Friday, 10.30 am - 12.30 pm).
Email: info@harbourhouse.org.uk



Harbour House was established in 1997 as a Centre for Yoga and the Arts, and is run by a small team of part-time staff.

We are fortunate to be supported by a charitable foundation, and are grateful for the help of numerous loyal volunteers in the many areas of our work.

Registered Charity: 285565

LABELLING YOUR WORK

Each piece must have two labels showing artist, title, medium and price: one label attached to the back of the work (or the base if 3D), and the other tied to cord long enough to hang over the front.

D-RINGS & PICTURE CORD

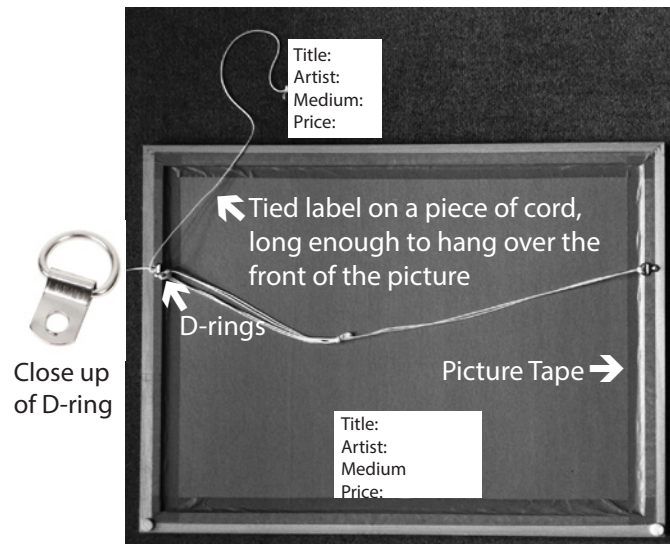
Works for hanging must have D-rings and picture cord fitted approximately one third of the way down the frame.

PICTURE MOUNTS & FRAMES

Work in frames must not touch the glass

Frames and mounts must be neutral, ie. wood, white, grey, cream or black (NB no clip frames and no frames with gold on)

The backs of frames must be neatly sealed with picture tape (not parcel tape, masking tape etc)



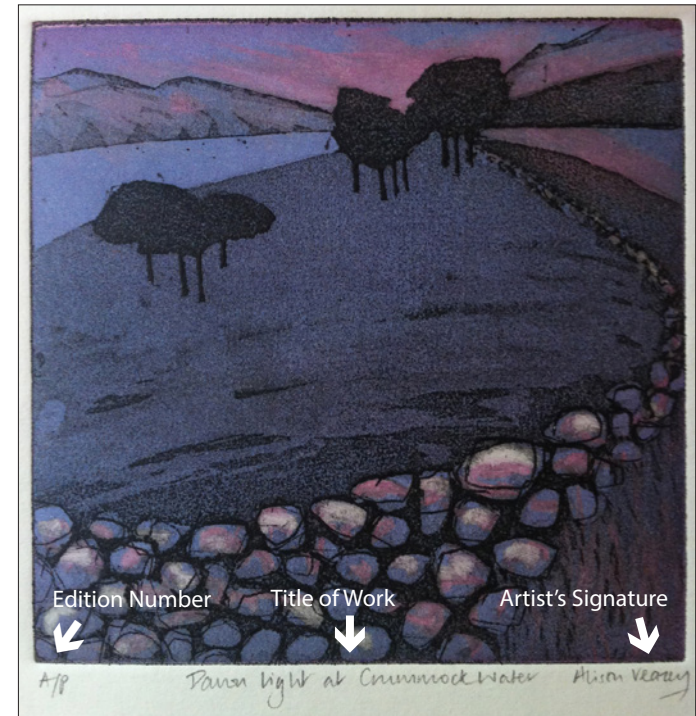
UNFRAMED CANVASES

Unframed canvases must have clear or painted edges, with no staples or tacks visible

PRINTMAKING, PHOTOGRAPHY & DIGITAL ART

In the case of printmaking, photography and digital art, the archival properties and **numbering of the edition** should be clearly stated e.g. 3/4, A/P etc.

Reproductions are inadmissible.



WORKS FOR DISPLAY IN GALLERY BROWSER

Browser pieces must be backed with card, wrapped in cellophane and labelled (NB unframed canvases will not be accepted for the browser).