

General Guidelines

Framing Standards:

- All entries must be framed or mounted to a professional standard, suitable for exhibition.

Frame Size:

- Maximum Framed or mounted the maximum external dimensions are set out in detail in the Conditions of Entry.

Labelling:

- Attach a label on the top right-hand corner of the back of each painting [Refer to illustration 1].
- Every label should show the artist's initials (AB) and a number (2 representing second painting the artist has entered into the exhibit): for example, AB-2 as shown in illustration 1.

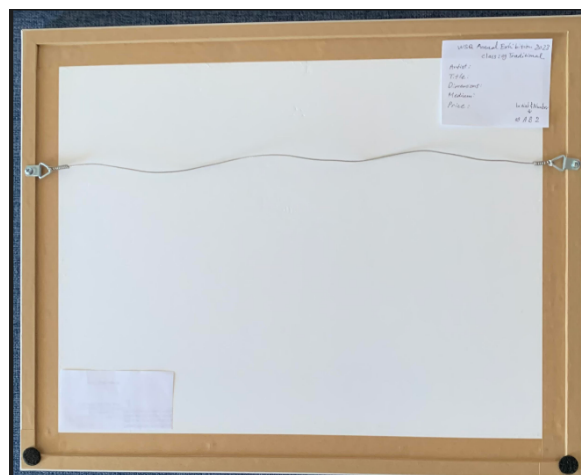
Illustration 1:

WSQ 2024 Annual Exhibition	
Artist:	Class:
Title:	
Dimensions:	
Medium:	
Price: \$	AB-2

Framing Instructions for: Framed Works Under Glass

1. **Materials:** All materials in contact with the artwork must be acid-free (e.g., mat, hinging tape, backing board). This is to prevent yellowing of the artwork.
2. **Covering:** Only Glass is acceptable to cover the painting. Perspex and plastic are NOT acceptable.
3. **Mounting:** The painting should be hinged to the mat or backing board at the top ONLY using two or three small pieces of acid-free hinging tape. This allows the painting to expand. **Do Not** fix around the entire periphery. **Do Not** use masking tape.
4. **Backing Board:** Recommended backing board materials include foam core or core flute. **Do Not** use Masonite.
5. **Float Mounting:** Mounting the painting without mats under glass is acceptable, provided acid-free materials are used and a spacer is employed to separate the painting from the glass.
6. **Securing the Frame:** Use metal points to secure the glass, mat, painting, and backing board within the frame. Insert these with a Point Driver tool to ensure they are held firmly. The Society has a manual one that can be accessed/borrowed during Casual Painting mornings.
7. **Sealing:** Seal the frame on all sides with backing tape (**not** masking tape) to prevent dust and insects from entering.
8. **Hanging:** Attach a hanging cord or wire using metal D rings, placed one-third from the top of the frame. Ensure there is suitable slack for optimal hanging. Adhere a felt dot to bottom corners to stop painting from scratching the surface it is hung on.

Illustration 2:



Framing Instructions for: Framed Works Not Under Glass

1. **Materials:** All materials in contact with the artwork must be acid-free. This is to prevent yellowing of the artwork.
2. **Covering:** Artwork surface must be covered/finished so that the watercolour surface is not exposed. This can be finished with coatings of varnish or wax.
3. **Canvas:** Stretched Canvas or Stretched Paper must be thick-edged.
4. **Mounting boards:** Cradle boards or similar, must be primed so that the timber stain cannot bleed through to the mounted artwork.
5. **Hanging:** Attach a hanging cord or wire using metal D rings, placed one-third from the top of the frame. Ensure there is suitable slack for optimal hanging. Adhere a felt dot to bottom corners to stop painting from scratching the surface it is hung on.
6. Ensure there aren't any protruding staples or other hardware.

Framing Instructions for: Matted/Unframed Works

1. **Materials:** All materials in contact with the artwork must be acid-free. This is to prevent yellowing of the artwork.
2. **Matboard:** Artwork must be mounted with single or double mat in professional grade acid-free matboard, not paper.
3. **Mat width:** The width of the mat should be in keeping with the size of the painting, e.g., a very large painting would not look balanced with a very narrow mat. It is inappropriate to use a landscape matboard for a portrait format or vice versa. It is acceptable to have the mat wider at the bottom
4. **Mounting:** The painting should be hinged to the mat or backing board at the top **ONLY** using two or three small pieces of acid-free hinging tape. This allows the painting to expand. **Do Not** fix around the entire periphery. **Do Not** use masking tape.
5. **Backing Board:** Recommended backing board materials is acid-free foamboard. These come in 3mm and 5mm thicknesses. Matboard is not acceptable for this purpose.
6. **Covering:** The work must then be protected from handling and sealed in a clear cellophane sleeve or shrink-wrapped.