



Framing and Shipping Guidelines for Exhibitions

ELIGIBILITY: Open to all current GAP members with paid membership.

PRESENTATION: All pieces must be original paper cuttings. Many of our GAP exhibitions are hosted by museums and other prominent venues, so guidelines have been developed that will enhance our works' appeal and give our work the professional look the hosts and our public expect. (If the GAP members who unpack the works determine that a piece is not properly framed, the work will be returned to the artist.)

FRAMING: A frame should complement the size, color, and style of the artwork. Please use either quality wood or metal frames with well mitered corners. The "Golden Rule of Framing" says that if a picture frame is too small the picture loses significance. A frame should never cramp or crowd a picture and the frame should not dominate the work.

MATS: There is no magic formula for calculating the width of your mat borders. Three inches is considered "standard" in the framing business-or twice as large as the molding. The bottom line is to make your mat borders wide enough so that your picture is clearly separated from the edge of your frame. When in doubt - go wider. Since most papercuttings do not have mats over their edges [i.e. the cutting is positioned inside the mat "window"], a mat is used to keep the paper cutting from touching the glazing. The mat creates airspace. This airspace is extremely important because without it the paper would not be allowed to "breathe" and trapped moisture will deteriorate the paper. If you do not like the appearance of a top mat, use plastic "spacers" between the glazing and the back mat.

GLAZING: You MUST use acrylic glazing, NO GLASS, for all exhibition pictures. This will safeguard their transport and handling. Clear rather than non-glare Plexiglas allows the details of paper cuttings to be better seen. Of course plastic scratches over time and occasionally you may have to replace it over a traveling show's lifetime. **HOOKS:** Use D-ring hardware. No saw tooth or screw eye hooks! Where do framers place the D-ring? Generally they are placed 1/4 of the total distance down the height of the frame [1/3 of the distance for a heavy frame]. Quick Clip from Acorn Art Systems is also acceptable.

DUST COVERS: A dust cover, such as brown Kraft paper, is recommended on wood frames. This helps protect the work and also gives a professional look to the back of your work. A piece of foam core is a good backing for a metal frame.

SHIPPING: Wrap your picture in several layers of bubble wrap and tape it securely with "scotch magic tape" or a similar magic frosted type tape [so we can more easily unwrap the pieces and use the bubble wrap again for transporting work to future locations]. No packing tape, please. Do not use foam "peanuts". Place the picture in a sturdy, several ply, cardboard box that allows 2 to 3 inches on all sides and on the top and bottom. Fill this airspace with crushed newspapers.

INSURANCE: We recommend that you always insure your work.