



GALLERY PREPARATION GUIDE

In general, take the time to think of how you want your piece(s) presented. This includes display and packaging. Olympia Lamplighters currently has a number of display options, including wall space, tables, and shelves.

Things to think about with any kind of piece:

- Will you be providing an artist statement?
- Do you wish to provide business cards for buyers?
- Do you want to provide a thank you card, a note on the back of pieces, or in their packaging?
- Make sure you sign your piece if you have the ability, and write the title, creation date, and your name on the back of your piece. Often people don't keep business cards or don't remember who they purchased art from. Make sure that people can identify the piece and artist.

Hanging Artwork:

Make sure your piece has a method of being hung on the wall. Any pieces that cannot be put safely on the wall will not be accepted.

Things to Consider:

- Command Strips and Tape can cause damage to your piece, even if placed with care. We will not hang pieces that way.
- Whatever method of hanging you come up with needs to be considered. At Olympia Lamplighters, we accept most back-hanging methods. However, some galleries will not take homemade hanging methods or toothed back hangers.
 - If attaching hanging methods to heavy pieces, do not super glue, hot glue, or wood glue those hanging methods on.
- If your piece is on a stretched canvas and not framed, consider the sides of the canvas.
 - Often paintings with the sides of the canvas painted look more professional.
- If on a stretched canvas, see if you can attach eye screws on the internal frame with a wire or something comparable. Large pieces without a wire will require more nails to hang and may not always hang well.

- If you have multiple pieces, make sure to measure whatever hanging hardware you're installing to have all the pieces hang evenly.

Frames

- Your piece doesn't need to have a frame. **However, frames not only provide hanging methods they also protect your artwork. A frame may be a safer option if your artwork is on thin paper or only matting.**
 - Consider what kind of frame you wish to provide
 - Cheap and sometimes interesting frames can be found at thrift stores. However, they often come with artwork that needs to be taken out of them.
 - Most major stores, such as Target and Walmart, have frames. Joann and Michael's have slightly higher-quality frames.
 - If you're looking for a more permanent frame for your piece and are willing to manage the expense, take a look at local frame makers such as Olympia Framemakers and Art & Design Gallery.
 - Some frames are not as sturdy as others.
 - At Olympia Lamplighters, we have had multiple incidents with frames that loosely hold the glass over the art piece without going over the glass itself. They are easy to drop and easily break, we will no longer replace these.

Prints:

Things to Consider:

- What kind of prints are you providing? Depending on the printer, several types are available. Ask the printer how archival the prints will be.
- Postcard-size prints can often be sold like cards and don't require much packaging, but you can still provide an envelope if you wish. You can also put them in a sleeve if you want to put a business card or thank you note with them.
- Larger prints require sleeves to protect them and allow easier transport.
- With larger prints, you will also want to look into providing backing. This can be found at most art stores, and depending on the size you need, sometimes you can get inexpensive backing from comic book stores.
 - Examples of backing include:
 - Cardboard
 - Matboard
 - Foamboard
 - Wood board
- If you are providing limited run prints, number, title, and sign them.

Textiles and Fiber Arts:

- Provide care instructions; depending on the material and construction, people will need to know how to clean their purchase.
- Provide materials if possible; many people have sensitivities to certain fibers.
- If it is wearable and is sized, provide sizing.

Jewelry:

- Provide care instructions if necessary.
- Provide materials, some people are concerned about sensitivities.
 - If you're willing to replace certain parts for sensitivity reasons, provide information for contacting you.
- Provide packaging so that small items can't be easily lost.
- Do you provide repair? Make a note of that on a business card or thank you note.

3d Artwork:

- Do you want to provide travel packaging for your work? Some galleries will have packaging for this; others may not.
- Consider signing and dating, and writing your name on the piece if possible.
- If the piece is usable in some way or requires specific care, include that information with it.

Stickers:

- Decide the price for stickers and write the price on the back. (Note that our contracts allow us to take a commission of a price you give us or add a commission on top of your price. Other galleries may work differently; take the changes in price due to commissions in mind when writing down prices.)
- Put your artist's name on the back of the sticker; this helps both cashiers and customers recognize the artwork.
- Make sure that cuts on stickers look clean and professional. If need be round out your stickers.

Zines and Books:

- Provide an artist's name or method of finding you on the back of your zines.
- If you have any special stands for your books or a display you prefer, supply it.
- Consider providing a store copy for books that are nonfiction.