



INSTRUCTIONS FOR HANGING PAINTINGS

When bringing in your paintings please ensure there are:

1. 'D-rings' and wire (or good cord) on the back for hanging.
2. (No screws or eyelets accepted)
3. Your name and phone number to be written or attached to the back.
4. Ensure canvases have clean or painted sides. If there is tape on the back, that it is fresh and not peeling off.
5. No old paintings over 8 years old to be submitted unless refreshed
6. No old scratched frames. We are a professional Gallery and would like to maintain a high standard.
7. The Consignment Form to be completed each month with the temporary label attached so we can match it with a new RQAS typed label. This can be done on the Saturday morning when bringing in your paintings for the month (9 am-12 pm) or you can print one off that is attached to the Newsletter to save time.
8. Please be aware that to be part of our Community Gallery, we are all volunteers and are required to take our turn at the front desk, once a month, to greet visitors, help with sales and enquiries they may have. You are the first person they turn to.

Thank you.