

### HANGING GUIDELINES

#### 3rd Thursdays | Downtown Pleasanton

To ensure quality gallery exhibitions, and simplicity of installation, please adhere to the following guidelines when preparing your work for show. Installations with needs outside of these guidelines may be arranged if necessary, please contact us as [support@merchantarts.com](mailto:support@merchantarts.com) with your specific needs

### HANGING GUIDELINES:

1. All work must be ready to hang.
2. Merchants will provide an art hanging space and wall hardware. Artists please bring any additional equipment you may require.
3. All artwork should be hung level in relation to the floor.
4. Whenever possible, please use the d-ring hangers with hanging wire.
5. Do not mark the walls, or draw on them with ink or permanent marker. To create guidelines for hanging purposes, please use a light pencil line. Above all, the merchant is in charge of how and where the work will be hung. As an artist it is important that you follow their direction and use a professional attitude when working with the store owner.
6. In order to ensure a quality viewing experience for all patrons, we ask that you follow professional framing and hanging practices, using high quality materials and frames. For more information about where you can purchase frames at discounted prices please contact us at [support@merchantarts.com](mailto:support@merchantarts.com)



### LABEL GUIDELINES:

1. Individual pieces of art should have typed labels with the name of the artwork, artist name, dimensions, medium and price, if applicable, mounted to the back of each item.
2. If you wish to display a label along side your work, please come to your drop-off appointment with appropriate title cards. You may attach your labels by thumbtacks, adhesive, or putty. Do not use tape of any kind.
3. For wall hung art, labels should be centered below the artwork or placed to the lower left corner of the artwork.