

Exhibition Guidelines for Hanging Systems and Packaging

1. The following is a guide only, the responsibility for suitably packaging, provision of hanging and display mechanisms and delivery of work to the venue lies with the member and should be appropriate to the work being submitted and the gallery/exhibition space.
2. All work to be wall hung must be submitted with relevant attachments or apparatus to enable display in a standard gallery hanging system unless otherwise specified by the exhibition co-ordinator.
3. Where the member wishes to use a non-standard hanging or display mechanism this should be discussed in good time with the hanging committee and it is the members responsibility to provide any special display apparatus.
4. The hanging team reserve the right to modify display methods if appropriate to the exhibition as a whole or due to constraints of the exhibition space.

IMPORTANT NOTE: All members of the exhibition team will make every effort to handle your artwork with the utmost care, as if it were their own. CQ West does not carry insurance for individual artist's work. It is each individual member's responsibility to insure their own work (if you choose to do so). CQ West does carry Public Liability Insurance which covers our visitors.

Common best practice approaches to hanging and packaging work are detailed at the Annex below.

ANNEX – Common hanging/packaging approaches

Hanging 'D' Sleeve & Bottom Sleeve for quilts

Two 'D' Sleeves can be used to be securely attached to the top and bottom of all quilts / textile pieces which hang in our exhibitions.

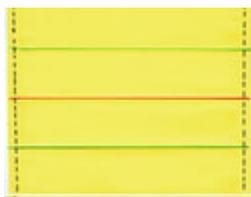
These are the instructions for a 4 inch wide 'D' sleeve. It should be set 1 inch down from the top edge and 1 inch in from the sides and must be able to accommodate a wooden batten.

For our purposes a "D" sleeve is the best; here is how you make one:



Cut a 10 inch wide strip of a reasonably firm weave fabric (muslin is not good). The length of strip should be 1.5 inches shorter than the width of the quilt.

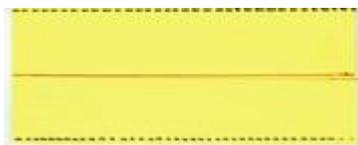
Iron a 1/4 inch fold on both short ends of the strip and stitch it down.



Fold the strip in half length ways and iron the fold (orange line).

Next open it up and fold both long sides to the centre fold and press (green lines).

You now have three lines marking your strip in quarters.



sleeve onto the quilt.

Stitch down the quarter folds (green lines) about 1/8 inch from the folded edge. This is the black line top and bottom of the diagram. This line of stitching gives your sleeve strength, allows the baton to lie along a straight line and makes it much easier to slip stitch the



The sleeve should measure 5 inches at the front and 4 inches at the back, puffing up into a "D" shape. This allows the wooden batten to slide easily into the sleeve and not create a bump on the front of the quilt.

Stitch one sleeve to the TOP of your quilt 1 inch below the top edge and 1 inch in from the sides.

To avoid confusion, the top dotted line in the image is 1 inch below the top of the quilt. Please sew all the way round the sleeve so that the baton goes onto the sleeve, not behind it.

Stitch the second sleeve to the BOTTOM of your quilt, 1 inch from the bottom edge. This will help your quilt hang well.

Packaging Guidelines

To protect your artwork and make it easier for those who hang our work, please follow these guidelines:

Most art quilts are better rolled than folded. If you are unsure as to the best method for your work please discuss this with the exhibition co-ordinator.

Rolled Quilts:

1. Roll the quilt with the right side outermost, starting from the top. Tissue between the layers can help reduce creases.
2. Ideally, quilts should be rolled onto a light tube, pool noodle or similar.
3. Place the rolled quilt into a cloth bag with a closure to safeguard your work.
4. **Every piece of packaging** must be clearly labelled with the artist's name and the name of the specific artwork it contains.

Work on stretcher bars or frames:

1. Mirror plates or other hanging mechanisms should not protrude from the frame. Turn inwards if necessary.
2. Work should ideally be put into a Stiffy Bag or similar (see <https://www.stiffybag.com/>)
3. Handles should be attached to the Stiffy bag for ease of transportation
4. **Every piece of packaging** must be clearly labelled with the artist's name and the name of the specific artwork it contains.

3D or delicate work:

If your work requires special packing or handling, it is your responsibility to liaise with the exhibition coordinator to ensure it can be accommodated and handled correctly. **Every piece of packaging** must be clearly labelled with the artist's name and the name of the specific artwork it contains.