

## STATEWIDE YAM EXHIBIT 2020 GUIDELINES FOR PREPARING AND PACKING WORK

### CANVASES: Do NOT Mat or Mount Stretched Canvas or Canvas Boards

- May not be larger than 24"x36"
- Must be ready to hang.
- Prepare stretched canvases with EYE HOOKS in top ¼ of canvas and wired. (We do not wire)
- Canvas boards need no preparation

### MATTING/MOUNTING: Required on All 2D Work - Except Canvas and Canvas Board

- 2D work may not be larger than 24"x36" INCLUDING Matting/Mounting
- Only White or Black matting/mounting will be accepted.
- The mat or mount border MAY NOT EXCEED 3" on any side.
- Please back all matted pieces to protect the work.
- Works 12"x18" or larger are typically hung by string. Please include a sturdy backing material to prevent work from bowing. Traditional matting, cardboard backing, and foam core (1/4 or thicker) for mounting is recommended.
- Works smaller than 12"x18" are typically attached to display boards with Velcro. Foam core, sturdy tag board/poster board, mat board, etc. is acceptable.

### IMPORTANT:

- Be sure matting/mounting and backing is securely taped and fits the artwork. Blue painters tape does NOT hold up!
- Work that falls apart may need to be removed from the exhibit.
- Work matted or mounted on construction or drawing paper will NOT be accepted.
- NO frames; NO glass; NO staples; NO visible tape; NO extra heavy matting or mounting

### IDENTIFYING ARTWORK

- Please write neatly, directly on the back of the 2D work or bottom of 3D work:
  - Student's Name, School, Your Name and an arrow indicating the top of the work.
- Securely attach a completed *Student Entry Form* to the back or bottom of each work.
- Place a *second* copy of the *Student Entry Form* in your package labeled #1 along with your *Teacher Inventory Form*.

### LABELS (Name Tags) (Sample A)

- Type labels in **Arial font, size 11**, left aligned, **Student Name in Bold**
  - Print using **2"x4"** address labels such as Avery 5263.
  - Print on white paper to fit **2"x4"** and attach with double sided tape.
  - PLEASE No visible tape, No staples, No Elmer's Glue!

### ATTACHING LABELS TO 2D WORK (Sample B)

- Affix labels *neatly* to lower right front corner of mat or mount border.
  - Please do not put labels directly on the art. If there's not enough room on mat or boarder follow directions for canvases. **(Sample C)**
  - **Canvases and Canvas Boards:** Affix label to bottom half of 4X4" cardstock. Attach upper half of cardstock to back of canvas. **(Sample C)**

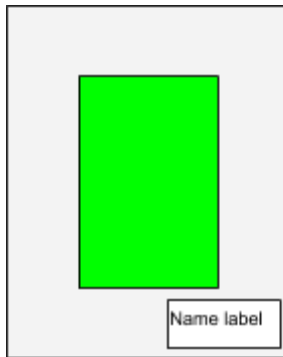
### ATTACHING LABELS TO 3D WORK:

- Follow directions for canvases **(Sample C)** and lightly tape or rest with work.

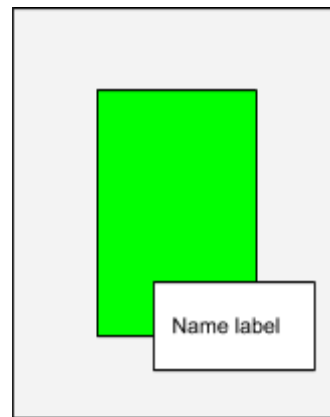
## **LABELING SAMPLES**

### **Sample A**

<b>2"x4" LABEL FORMAT</b> <b>Font: Arial size 11</b>	<b>SAMPLE</b>
Student Name, Grade Title, Media School Town and/ or District Teacher's Name	<b>Jane Doe</b> , Gr. 9 I Love Fruit, Painting David Prouty High School Spencer/East Brookfield Regional Joe Smith



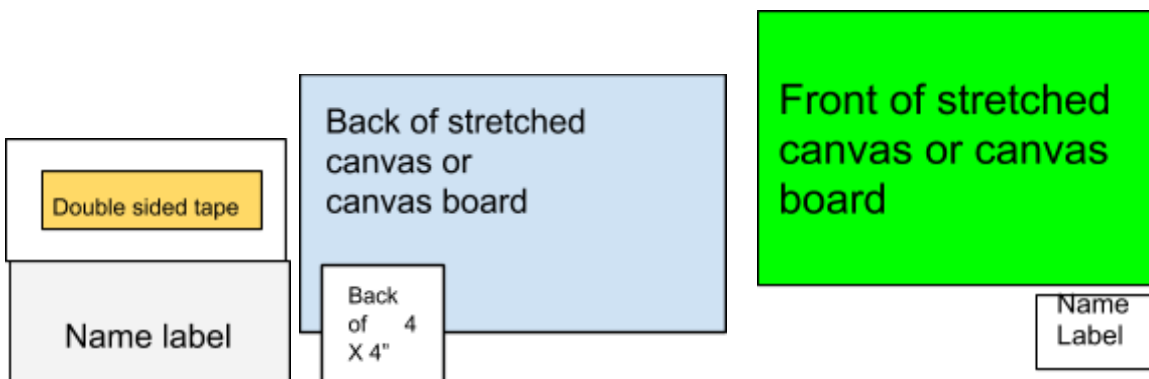
**YES**



**NO**

### **Sample B**

**Sample C - Use 4"x4" cardstock for labels for 3D work as well but don't add tape, just rest with work**



**4x4" cardstock - Use this (without tape) for 3D work as well**

## **PACKING GUIDELINES**

### **FOR ALL WORK**

- ☐ On the outside of each package and/or box print:
  - ☐ Teacher Name
  - ☐ Name of School and City/District
  - ☐ Your drop-off city (Please CIRCLE this)
- ☐ Number all the packages/boxes: 1 of 1, 1 of 2, 2 of 2, etc.
- ☐ Pack a second copy of the Teacher Inventory Form inside the package/box labeled #1

### **2D WORK**

- ☐ Wrap the work in paper, taping it closed, or put the work in a paper/cardboard portfolio that can be closed or sealed.
- ☐ Attach one copy of the Student Release Form to the back of artwork
- ☐ Place a second copy of the Student Release Form in with the Teacher Inventory Form inside package labeled #1.
- ☐ If wrapping artwork from more than one teacher from the same school, put a sheet of paper to separate work from different teachers.

### **3D WORK**

- ☐ Cushion 3D work with newspaper, tissue paper, bubble wrap, etc.
- ☐ Place 3D work in boxes that can be sealed CLOSED.
- ☐ Attach Student Release Form to the bottom of artwork
- ☐ Place a second copy of the Student Release Form in with the Teacher Inventory Form inside package labeled #1.

*Note: If you are paying a participation fee by check, or including a check for return postage please make it out to MAEA, and put it in a sealed envelope with your name on it. Securely tape the envelope to the portfolio/boxes or hand it to the teacher at the drop-off site.*