

GUIDELINES FOR SUBMITTING WORKS

The Novel Tea Bookstore and Cafe uses a hanging system of wires suspended from a ceiling bracket with S-hooks (as opposed to placing nails into the walls). We ask artists to keep the following presentation guidelines in mind for ease of hanging your work

All works must be dry when submitted, to avoid damage to your work prevent damage to other works.

- 1 Please provide new work, ideally completed within the past three years.
- 2 Label the back of your art with your name, title and date. This avoids confusion in the event of sales and when accessing works. Your biography, artist statement or any information about the work is also welcome.
- 3 All works submitted must be wired on the back, ready for hanging.
- 4 All framed works must be in good condition. For consistency of presentation, please consider framing your work in a unified way. Frames with nicks or scratches, or frames that do not complement the art appear distracting and appear unprofessional.
- 5 Watercolors, pastel, graphite/charcoal, silk/felt paintings, photography and prints must be submitted framed under glass or plexiglass. Textiles, such as quilts, presented on a rod are acceptable.
- 6 Metal frames with glass are acceptable for work less than 3 feet in length and width. Works over three feet must be in a solid frame that does not flex to prevent breakage. Delicate wooden frames are discouraged as these tend to damage easily.
- 6 Unframed canvas paintings over 5"x7" must have sides that are at least 1 1/2 inches thick and staple free. They should be finished either by painting the sides in one tone or continuing the work around the sides. Canvas stretcher frames less than 3/4" thick will require framing.
- 7 Please provide your own carrying and/or packing materials when delivering or picking up work.