

Checklist for the Hospital Exhibition (updated March 2023)

To avoid any of your work being rejected at handing in, please read this document carefully.

- No fingerprints or specks on inside of glass (if fitted)
- Front of glass is clean (if fitted)
- If the work is glazed, backing tape is fitted around inside the back of the frame - its purpose is to keep insects out of glazed work, as well as tidying up the back of the picture, whether glazed or not.
- Mirror plates are fitted, **not D-rings and cord**
- D-rings are not fitted**
- Mirror plates are fitted approximately one third down from the top of the painting.
- The fixing holes in the mirror plates are **at least 1 cm from the edge** of the frame (*see page 4*)
- The fixing holes in the mirror plates are **at least 4 mm diameter** (*see page 2*)
- The mirror plates are **fitted flush with the back** of the painting, using spacers if necessary (*see page 6*)
- Ensure that there is a label on the back of your picture, and that the information matches your submission.
- You are providing a self-adhesive label containing the same information, to be attached next to your work.

Any work that does not comply will be rejected as we do not have the facility to rectify work at handing in.

Hanging requirements for the Hospital Exhibitions

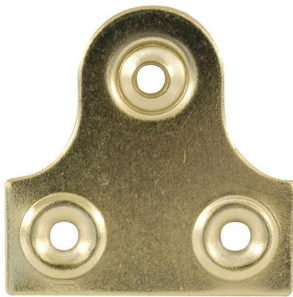
Paintings submitted to the Hospital Exhibitions are hung using mirror plates.

We will have extremely limited space at handing in and will no longer be able to provide the facility to fit or adjust mirror plates on behalf of members. It is your responsibility to fit mirror plates to your paintings in accordance with these requirements.

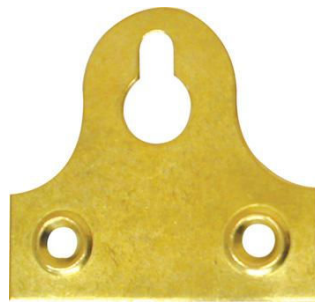
Mirror plates can be purchased at art shops, DIY shops, and online, eg Amazon.

38mm Mirror plates on Amazon: https://www.amazon.co.uk/38mm-PICTURE-MIRROR-GLASS-PLATES/dp/B07CT43176/ref=sr_1_1_sspa?ie=UTF8&qid=1534501365&sr=8-1-spons&keywords=38mm+mirror+plates&psc=1

Alternative designs

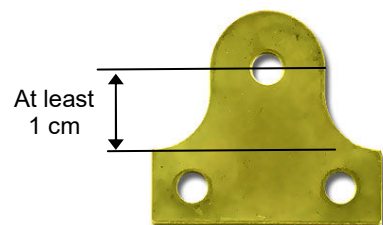
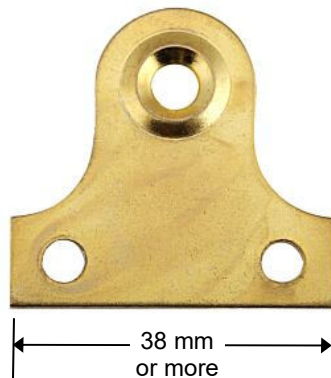


Preferred design



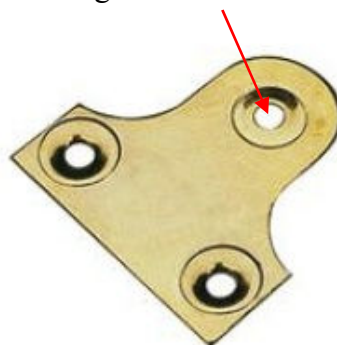
Acceptable alternative, but please avoid

Suggested size –
38 mm wide



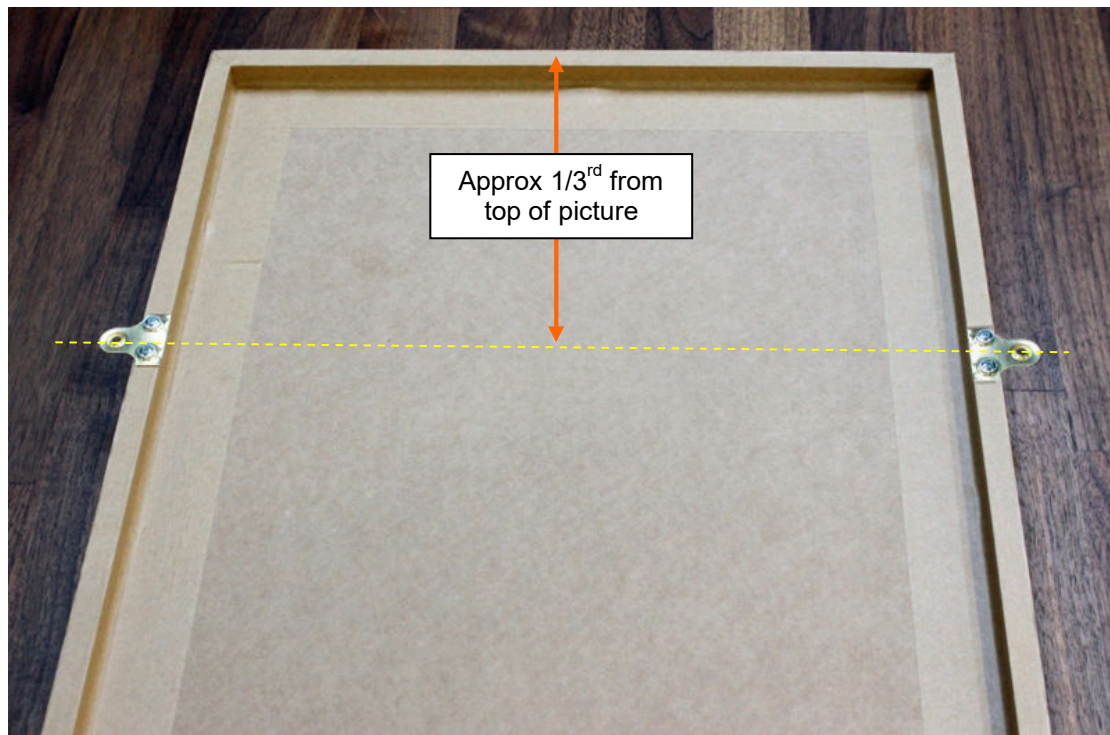
Unacceptable - small mirror plates

Do **not** use mirror plates with a fixing hole smaller than 4 mm diameter



Fitting mirror plates

Attach the mirror plates on the back of the frame either side approximately one third from the top of the picture:



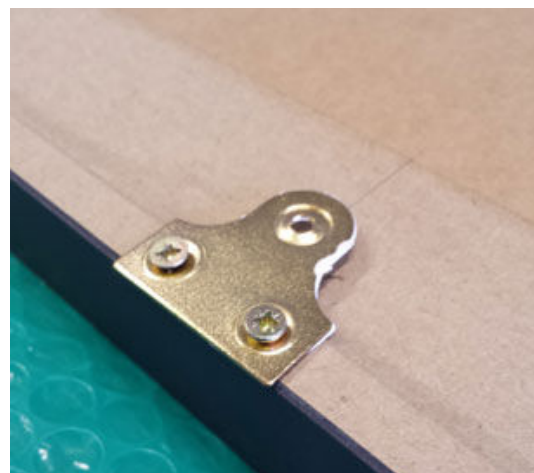
For round or elliptical canvases, fit mirror plates on either side



For hexagonal canvases, fit mirror plates on either side or top and bottom, depending on the orientation of the canvas

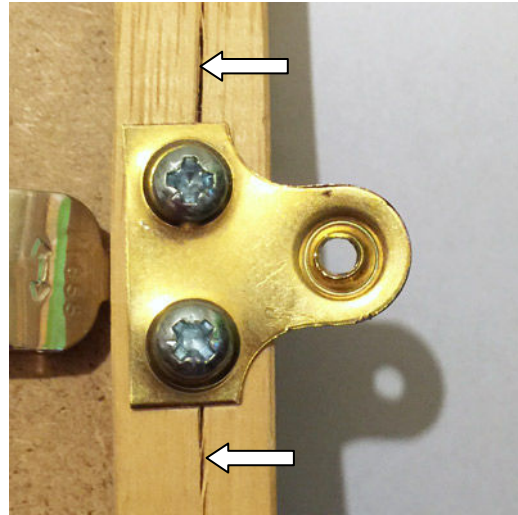


Ensure that the mirror plates are facing outwards, not inwards like this!



When screwing into a narrow frame it is recommended that you use make pilot holes using a drill or bradawl, and then use an appropriate size screws to avoid the frame splitting.

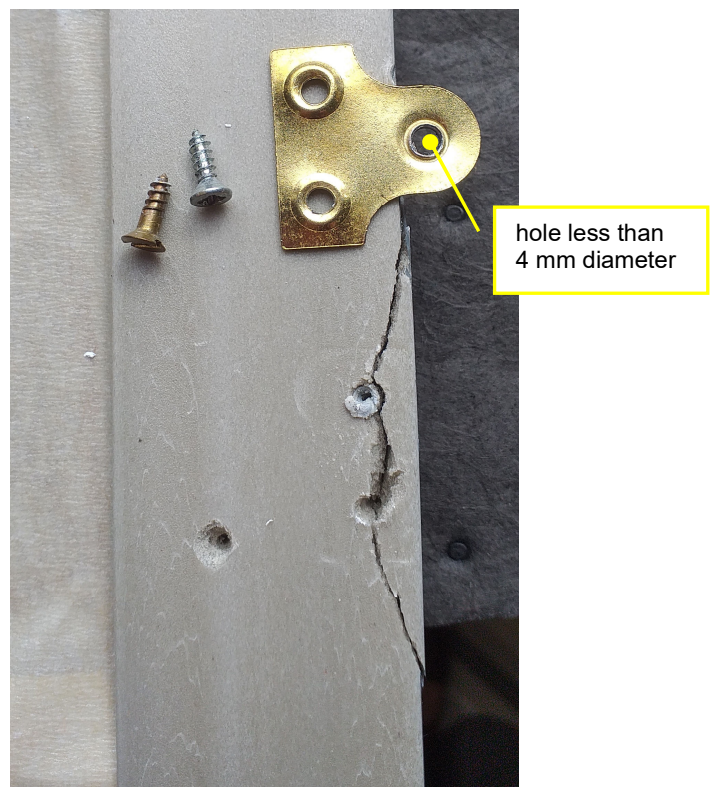
This mirror plate is also too small as the fixing hole is far too close to the edge of frame and the large screws have split the frame:



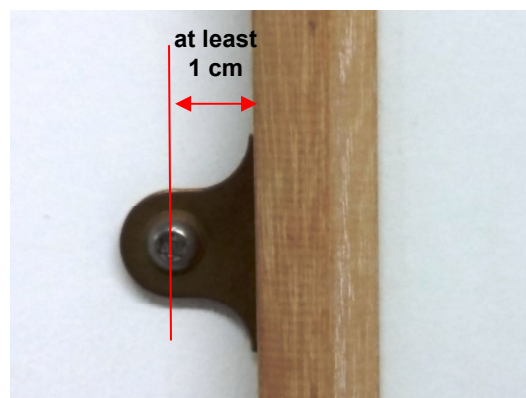
Here are two reasons not to use undersized mirror plates.

This undersized mirror plate meant that it was mounted close to the edge of the frame.

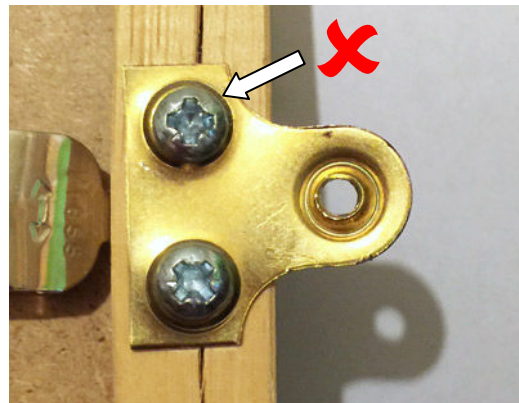
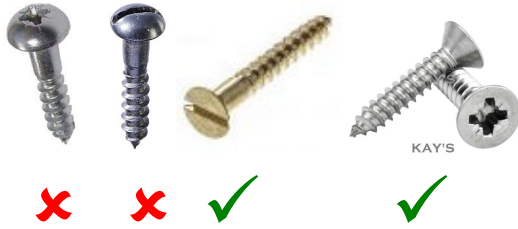
Because the diameter of the hole for the fixing screw was less than 4 mm, the security screw jammed in the mirror plate and wrenched it off the frame, cracking the frame in the process. This resulted in the painting being rejected.



Mount the mirror plate so the fixing hole is at least 1 cm away from the edge of the frame



Do not use screws with domed heads, or the mirror plate will not fit flush against the board.



Mounting the mirror plate too close to the frame risks the frame being damaged.

a) damage caused by the screw head:

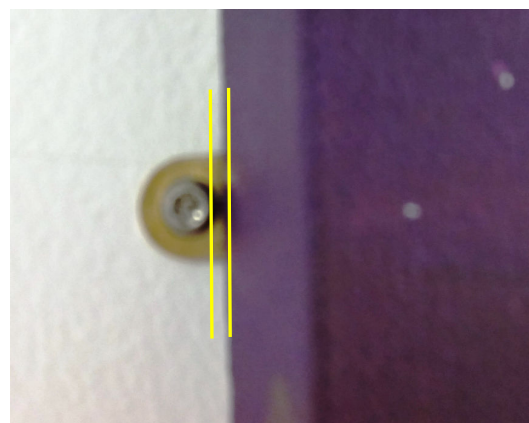


b) damage to frame caused accidentally by an electric screwdriver:



This is particularly important with box canvases whose sides can accidentally be irreparably damaged.

This fixing hole is far too close to the side of the canvas:



If the design of your frame means that the canvas is recessed behind the frame, you will need to fit wooden packing pieces so that the mirror plates are flush with the back of the frame, otherwise we cannot hang your painting:



These packing pieces should ideally bring the mirror plates to the level of the back of the frame to avoid the picture tilting downwards when mounted, as can happen if the packing pieces are too deep. Alternatively, fit an additional packing piece at the bottom centre of the painting to ensure it fits parallel to the wall.

Bear in mind that if a painting is sold, the mirror plates will be removed and D rings and cord will be fitted. Ensure that there is nothing on the back of the painting that is proud of the back which would impair its hanging by cord.



30 March 2023