



Original Artwork: Only original artwork will be hung on walls and panels.

Archival Reproductions: Mechanically generated copies created with archival inks and papers only. Label each piece clearly as an archival reproduction. These may be displayed in bins only and bins approved by the set-up coordinator.

Greeting Cards: Displayed in baskets/boxes/or card racks approved by the set-up coordinator.

Labeling Requirements

Please make sure your artwork has identifying information (name and title) on the back of the artwork. You may use cards, handwritten or otherwise, or permanent labels.

Show Cards

Please follow the “Show Card Template & Instructions” to create printed show cards. Handwritten show cards are not allowed. Place the show card next to the art.

Price Tags

Please refer to the “Price Tag Labels Guidelines” for label specifics.

The removable price tag label can be placed on the Purchaser Index Card (if used), or on the back of the artwork or the bottom right edge. Please make sure our cashiers can find the price tag label.

Purchaser Index Cards (optional)

According to OR state law, artists are entitled to information about the purchaser on sales of items over \$100. If you want this information, complete and attach a Purchaser Index Card as appropriate. The purchaser will complete it at the time of payment. (see template and instructions.)

Hanging Requirements

Use weight-appropriate hardware and picture-hanging wire only. Please test the wires before delivery to avoid accidents. There are no framing tools available or time to repair frames during show set-up.