

Professional Presentation Criteria

In considering works to put forth to the jury, artists should take into account several factors, including the criteria we use for accepting work as part of our consignment program, as well as the perspective of our clients who have purchased tickets for the event. We reserve the right to refuse any prints that do not meet professional presentation standards, including (but not limited to) the following:

- Poorly printed works or marks that weren't intended to be part of the image, i.e. ink smudges and smears, marks on the underside of the print, drawn registration lines and poor registration of images or colours
- Obvious registration marks on the surface of the print/image. Remove all registration tabs, crop any punched holes or if using registration pinholes, ensure that they are not prominent on the surface of the print.
- Poorly cropped prints, that is, crooked or inconsistent borders.
- Dented, creased or torn paper, even if damage occurred in transit. Ensure proper packaging of print(s) (see instructions on next page).

*Open Studio cannot curate prints on behalf of artists. The decision of the Print Sales Manager/Archivist regarding presentation standards is final. If time allows, artists may submit a replacement for works that do not meet our presentation standards, provided they arrive before the submission deadline. Please call or email before submitting if you have questions.

Packing Instructions for Mailed Submissions

Flat Package

Place tissue or newsprint in between prints and wrap the whole set of works in newsprint or kraft paper. Use a rigid support such as corrugated plastic (correplast), heavy-duty cardboard (not the kind used for boxes) or 8-ply matboard in a folder format. To prevent the edges from bruising, the support should be at least 2 inches wider than the wrapped prints' size. Use corners or tape package to the support (see diagram below), preventing movement within. Label **Fragile, Do Not Drop** and/or **Do Not Fold** on package in bold letters.

Tubes

Use a sturdy tube or if using a long box, place print tube inside. Pack crumpled paper on either end to prevent movement within tube. Wrap rolled print(s) in plastic or paper to allow rolled print(s) to easily slip out of tube without damage. Do not allow rolled print(s) to expand within the tube, as it is problematic to take the print(s) out. You may want to roll the print(s) around a clean, smaller width tube, and insert it into a larger tube. The smaller tube should be longer than or the same length as the print(s). Image should be rolled on the outside so that when unrolled, the image is revealed on the flat side of the paper. You may also want to put a handle on the end of the paper roll, to make it easier to slip the prints out. See images 1-4 below. Label **Fragile** in bold letters.

