



How Prepare Artwork for Installation

YOU WILL NEED:



TAPE MEASURE



D-RING STRAP HANGER



SCREWDRIVER OR DRILL



DO NOT USE SAWTOOTH HANGERS

STEP 1:



Turn your artwork face down on a flat surface with the top of the frame closest to you. Measure down no more than $1/3$ from the top on both sides and put a pencil mark on the thick part of the frame (or stretcher bar if frame is too narrow). This is where you will attach the D-rings with the rings pointed upwards. **Note:** the higher the D-rings are installed on the art, the less they will tip forward when hung.

STEP 2:



Place the D-ring on the pencil mark and angle the strap hanger so it is facing up towards the top of the art and the screw holes are at the bottom. Drill in the screw(s). Repeat the process on the other side of the frame.

When artwork is hung on D-rings, no wire needs to be installed. Hanging artwork directly on D-rings is required unless otherwise discussed because D-rings provide better security and easier installation/deinstallation. See the below photos for what D-rings to use and what installed D-rings should look like.





City of Ocala has a gallery wire hanging system installed in all City Galleries. This system allows all artwork to be installed easily on hooks without damaging the walls. Make sure that installed D-rings have a minimum of ½ inch interior width available for the hooks to fit through. **Please prepare all artworks with D-rings for hanging prior to arrival at the gallery. The City does not supply D-rings.**

Art Installation

Artists are expected to assist with installation and deinstallation of their exhibits. Artists are responsible for transporting their artwork to and from the gallery. If you have any unusual needs, please bring the necessary hardware and tools at the time of your installation. Any unique installation situations must consult with the Cultural Arts Coordinator during the application stages. Any display of 3-dimensional artwork will be discussed prior to exhibit approval.