

# How to Host a Travelling Exhibition

## 1. PRE-EXHIBITION

- After booking in spring of 2023, you will receive an exhibition Exhibition Loan agreement that you will be required to sign and return.
- A week before the exhibitions arrival, you will receive an email containing:
  - Exhibition Catalogue
  - Condition Report
  - Attendance Report
  - Press Release and Social Media content
- Please share information about the exhibition on your social media platforms (tagging @trex\_southwest) and send the Press Release to local media.

## 2. RECEIVING THE EXHIBITION

- Crates will arrive by transport truck at least two days before the start of the booking period display dates.
- Check crate for signs of damage.
- Allow 1 day quarantine for contents inside crates to acclimatize before opening.

## 3. UNPACKING CRATES

- Unpack artwork carefully from crates, noting any special handling instructions.
- Gently slide artwork straight out (side opening) or lift straight up (top opening).
- Do not pull by frame top or wire.
- When clear of the crate, handle artwork by the sides.
- Don't stack to carry; transport one piece at a time.
- Inspect artwork and fill out the incoming section of the Condition Report, noting any damage to artwork, frames, mats, backing, etc.

## 4. CLEANING

- Do not use any cleaners on artwork. Do not use Windex or disinfectant. The specific product "Plexiglas Cleaner" may be used.
- If you don't have Plexiglas Cleaner, use a soft, clean, damp cloth to clean pieces; a microfiber cloth is provided with the crate, but cotton also works.
- Clean and dust artwork lying flat, not upright.

## 5. INSTALLING ARTWORK

- Avoid areas with direct sunlight, very bright lights, heat sources and water sources.
- Avoid placing artwork in unsupervised areas or near exit doors.
- If possible, display artwork in a secure room.
- When using nails, use heavy duty picture hooks. For heavier pieces, use two to be safe. Caution: command hooks are not safe to hang heavy artworks. If an artwork feels heavy to you (think anything heavier than a 4L milk jug), hang it by nailing into a wall stud if possible.
- As a rule, the center of the artwork should be 58" from the ground (eye-level)

## 6. LABELLING ARTWORKS

- Hang the artwork labels beside or underneath the corresponding artwork. Refer to the crate inventory for assistance in matching the artwork to the corresponding label. Do not adhere tape or sticky tack to Plexiglas or to the artworks themselves.
- Do not use adhesives that leave sticky residue on the laminated art labels.
- Report missing or damaged labels for replacement.

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### 6. LABELLING ARTWORKS

- Attach labels to surfaces near artwork (no tape or gum on Plexiglas).
- Report missing or damaged labels for replacement.

### 7. INTERACTIVITY

- Exhibition Educational Guides (Catalogues) are provided to connect audiences with the exhibition.
- Visual art activities are offered in each catalogue for varied age groups to engage and inspire viewers.
- Artists may be available to visit the venue in person while the exhibition is on display. Contact us to find out more about potential Visiting Artist Programs.

### 8. UNINSTALLING ARTWORK

- Carefully remove artwork from walls, shelves or tables.
- Place artwork in designated slots inside crates.
- Complete outgoing section of the Condition Report.
- Clean and put labels in the provided envelopes, then return to crate.
- Seal crates.

### 9. SHIPPING

- Shipping labels and a bill of lading are emailed to you - the current venue - one week prior to pick up.
- TREX arranges shipment and payment to the next venue. If the transport company tries to bill you, tell them that payment has already been arranged by the Alberta Society of Artists. If they need to contact anyone you can provide them with the TREX Southwest Manager's name and phone number, provided at the end of this information sheet.

### 10. POST-EXHIBITION

- Complete the Attendance Report.
- Email completed forms (Condition Report and Attendance Report) as soon as possible.



## CONTACT TREX SOUTHWEST

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