Three-Dimensional Work

1. Works must be stable and able to stand on their own.

2. If work needs a stand, it must be provided.

3. Make sure any dust or debris is cleared from the work.

4. Place felt or cork pads on the bottom of work to provide stability and to keep the work from being damaged, or damaging the Museum’s pedestals.

Two-Dimensional Work

1. All works should be mounted in some form to be hung on the wall. This might be:
   - Affixed to black board
   - Mated
   - Mated and Framed

2. If you mat your work and chose not to frame it, be sure to affix all four sides of your mating. This ensures that when hung on the wall the work will not fall from the mating.

3. When mating your work, Museum standard is a 4 inch mat, and while this is preferred, it is not required. A minimum of 1 inch mat is required.

4. Choose mating that is neutral. Try to match the color of your paper, if possible. This will allow the matting to “disappear” and not draw attention away from your work. Black matting is acceptable.

Felt pads
Cork pads

Neutral Matting - BEST
Black Matting - OK
Colored Matting - NO