



Please photograph artwork before placing under glass and send photo with Title, Price, Dimensions and "Artist Statement" to [escoartassociation@gmail.com](mailto:escoartassociation@gmail.com) in order to be featured on social media.

**EAA Art Submission Form for Take-in**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

**Telephone number and email are mandatory.**

Tele: \_\_\_\_\_

Email: \_\_\_\_\_

**EAA Member            YES            NO**

***I agree to hold harmless and indemnify Escondido Art Association, its officers, members and/or volunteers in the event my art is damaged, lost and/or stolen while in the EAA Gallery.***

Title \_\_\_\_\_

Category/medium \_\_\_\_\_

Dimensions: \_\_\_\_\_

Price \_\_\_\_\_ EAA Log # \_\_\_\_\_

Title \_\_\_\_\_

Category/medium \_\_\_\_\_

Dimensions: \_\_\_\_\_

Price \_\_\_\_\_ EAA Log # \_\_\_\_\_

Title \_\_\_\_\_

Category/medium \_\_\_\_\_

Dimensions: \_\_\_\_\_

Price \_\_\_\_\_ EAA Log # \_\_\_\_\_

PLEASE DETACH: FOLD AND ATTACH TO WIRE ON BACK OF EACH ARTWORK SUBMITTED

Artist's name \_\_\_\_\_

Tele \_\_\_\_\_

Title of Artwork \_\_\_\_\_

Category/medium \_\_\_\_\_

Price \_\_\_\_\_

EAA Log # \_\_\_\_\_

Artist's name \_\_\_\_\_

Tele \_\_\_\_\_

Title of Artwork \_\_\_\_\_

Category/medium \_\_\_\_\_

Price \_\_\_\_\_

EAA Log # \_\_\_\_\_

Artist's name \_\_\_\_\_

Tele \_\_\_\_\_

Title of Artwork \_\_\_\_\_

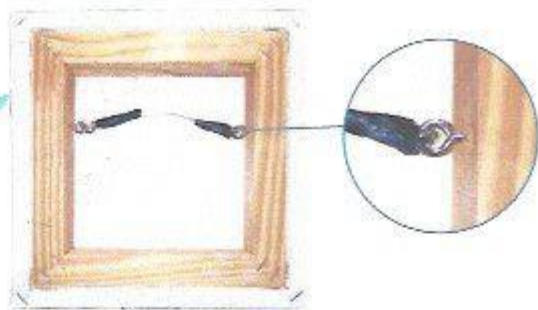
Category/medium \_\_\_\_\_

Price \_\_\_\_\_

EAA Log # \_\_\_\_\_

*Screw eyes may be used inside canvas frames if they are large enough to support the canvas with an attached frame.*

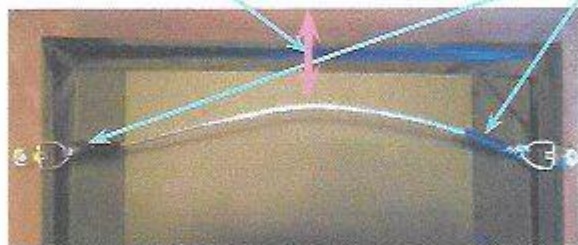
**NOTE:** *The visible sides of the canvas must be painted if they are not covered by a frame.*



*Hanging wire should be tight enough so that when the art is hung, the picture hanger will not be visible.*

When hung, the pulled center of the hanging wire should be about 2 inches away from the top of the frame

The wrapped ends of the hanging wire must be covered with tape to protect against injury



### *Suggested Hanging Wire:*



Super SoftStrand, Size # 6  
Plastic Coated,  
Stranded  
Stainless Steel  
Picture Wire  
(weight spec of 60 lb.)

**Note:** *This wire spool comes with convenient step-by-step visual instructions for attaching the wire to a D-ring.*

*(This spool was purchased on Amazon, but might also be found at other framing supply stores.)*

*Hanging wire should be threaded twice through the D-ring, and the end should be wound around the hanging section before concealing under tape.*

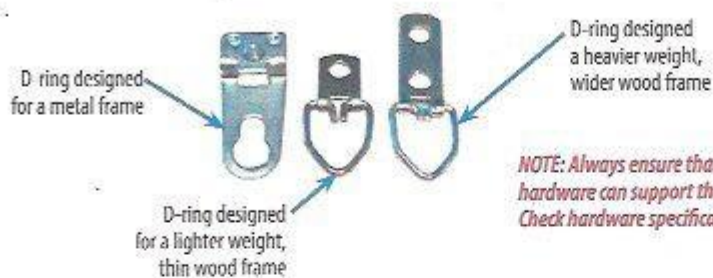


Threaded wire is shown here before taping over the end of the wire. Heavier pictures require more wrapping.

## HANGING PROCEDURES FOR FRAMED AND CANVAS WALL ART:

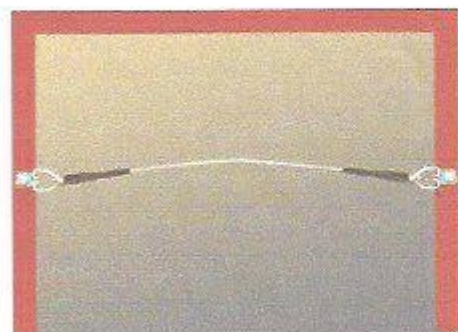
Preparing your wall art with care will help prevent accidental damage to your art, and will give your art a more professional appearance.

*D-rings are the preferred method of attaching wire to the frame.*



**NOTE:** Always ensure that your hanging hardware can support the weight of your art. Check hardware specifications.

*D-rings are attached by screws on each side of the frame.*



Placement of D-rings is determined by the size of the frame.

- For small frames, placement is about one-fifth of the way down from the top of the frame.
- For vertically longer frames, placement is about 4 to 5 inches from the top (possibly more for really large frames).

**IMPORTANT:** The placement of D-rings must allow concealment of the hanging wire and the wall hook, and allow leveling of the frame.

*No screw eyes or saw tooth hangers or backboard hooks allowed for hanging in the Off Track Gallery.*

Although some frames are purchased with mounting hardware already installed, a more secure way of hanging such as with D-rings and wire must be installed on the frames.



NO SCREW EYES



NO SAWTOOTH HANGERS



NO RINGS OR HANGERS  
MOUNTED ON BACKING BOARD