

## **Fourth Floor, JKH Show Preparation and Hanging Procedures**

If you are sharing the 4<sup>th</sup> floor space with other artists or showing solo, plan ahead by studying the available space.

Arrive by 9:00 a.m. in order to have enough time to hang your work and attend the Alliance meeting.

Bring all work framed, ready to hang (see VAAS website for more info) and properly labeled on the back (include artist's name, name of work, medium, and contact information).

Extra hangers can be found in a closet at the end of the hall on the 5<sup>th</sup> floor.

Using the template from the website, make wall tags for your work. Bring blue masking tape or sticky tack for hanging tags.

You may hang an artist bio with your work.

You may have your own reception the same night as the 5<sup>th</sup> floor reception.

It's suggested you keep an inventory of your work.

10% of sales will go to VAAS.