

Delivering your Artwork

Please label your work with name and title of artwork on the reverse, the back of the artwork and attach mirror plates.

Please ensure all artwork submitted to the Open has mirror plates securely fitted. A mirror plate is a piece of metal (usually brass) designed to lie flat against the back of a picture frame, it is then used to attach the picture frame to the wall using screws.



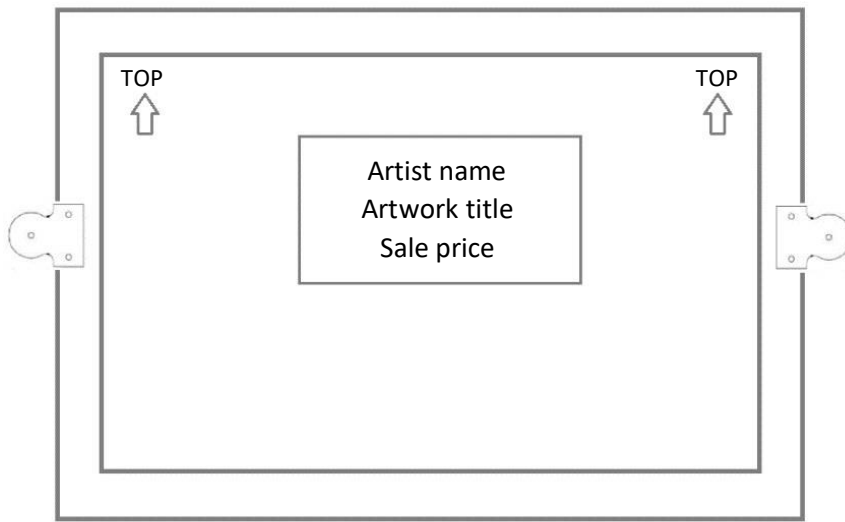
Mirror plates are available to buy from most hardware/DIY stores, including:

- [Screwfix](#)
- [B&Q](#)
- [UK Picture Hanging Supplies](#)

Select appropriately sized screws to fix the mirror plates, ideally in the same metal as the plate (e.g. brass screws with brass plates).

The frame also needs to be a surface which will take screws! Please consider the material of your chosen frame, ensure that it is not too difficult to drill, this will avoid damage and splitting. Do not use nails as they are more likely to split wood.

Your artwork should be labelled on the rear, with the top of the work clearly indicated. Please include artist's name, artwork title and sale price.

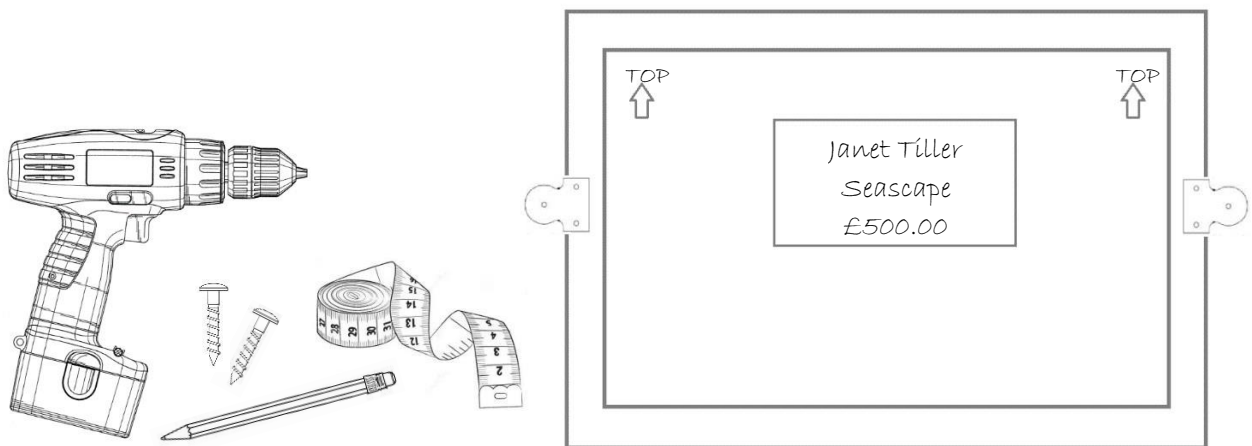


Please label diptychs and triptychs: 1/3, 2/3, 3/3, to ensure they are hung in the correct order and clearly indicate the top of all artworks to avoid any being hung upside-down.

How to fix mirror plates to your frame

You will need:

- Two mirror plates for each artwork - one for either side (not top and bottom)
- Correct screws – to fit the mirror plates and not exceed the depth of the frame
- Measuring tape/ruler, soft pencil, screwdriver and spirit level



Turn the artwork over so you can see the reverse.

1. Using a soft pencil and a measure, mark a point to indicate where the mirror plates should be fixed (half-way up rear of the frame verticals, or slightly higher). Use the spirit level to make sure the marks on left and right are level.
2. Place the mirror plates over the mark. Make sure the part with just one hole is not too close to the frame allowing space for the screwdriver to work.

3. Place the top hole over the mark, using the pencil, mark up the place of the other hole on the frame.
4. Using two screws - and the guide marks - screw the mirror plates to the frame. A bradawl /sharp nail can be used to make indentations in the wood before drilling.

Things to consider:

Weight of frame: You MUST use a plate which is suitable for the weight of the artwork.

Type of wood: If the wood is not robust screwing anything into it might split it. Cheap frames invariably use softwoods or compounds, these are more susceptible to splitting.

Width of Frame: thin frames are not ideal for mirror plates (the risk is that the frame splits and/or the plate is not secure).

Please ensure your chosen frames are robust enough for mirror plates.

Leicester Museum & Art Gallery and the Open take no responsibility for damage to frames, caused because of artwork submitted without mirror plates attached.