



The Art Connection
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Instructions for Stickers and Plaques

Stickers and Plaques identify each work as an Art Connection donation. **Stickers** are placed on the artwork directly, and are important in order to ensure proper identification and handling of the artworks in the years to come. **Plaques** attribute each work to the artist, state the medium of the work, and are useful to the viewer. The **master plaque** explains The Art Connection program and helps people enjoying your collection connect with us.

Stickers

- **Attach stickers behind framed work or underneath sculpture before installation.**
- 1. Always attach the sticker to the wooden frame of a canvas, or the backing panel of a framed work. **NEVER attach the sticker to the artwork itself:** the gummed backing could ruin canvas or paper!
- 2. Peel back the paper backing to expose the sticky surface. Attach the sticker to the lower corner of the backing panel, or to the bottom of the base if it is a sculpture. If attaching to a canvas frame, peel back only a small section of the backing, enough to affix the sticker to the corner of the frame, and leave the rest of the backing on.

Plaques

- **Mount plaques on the wall next to every artwork.**
- **Mount master plaque near an artwork in a prominent location.**
- 1. You can determine if the plaque should be mounted just to the left, right, or even below the work. The placement should be the same for every plaque to create a consistent look.
- 2. Mount the plaque.
 - a. Detach the paper plaque from the sheet.
 - b. Peel the blue protective layer from both sides of the Plexiglass.
 - c. Place paper plaque beneath one piece of Plexiglass against the wall.
 - d. Hammer a nail in each pre-drilled hole of the Plexiglass.
- 3. Mount the master plaque by following directions above, using the largest piece of Plexiglass.

Please Note: The Placement Packet only includes the cards to be mounted beneath the Plexiglass. Plexiglass plaques will be ready for you at our office when you pick up your agency's artwork.

If you have any questions about stickers or plaques, please do not hesitate to contact us.