

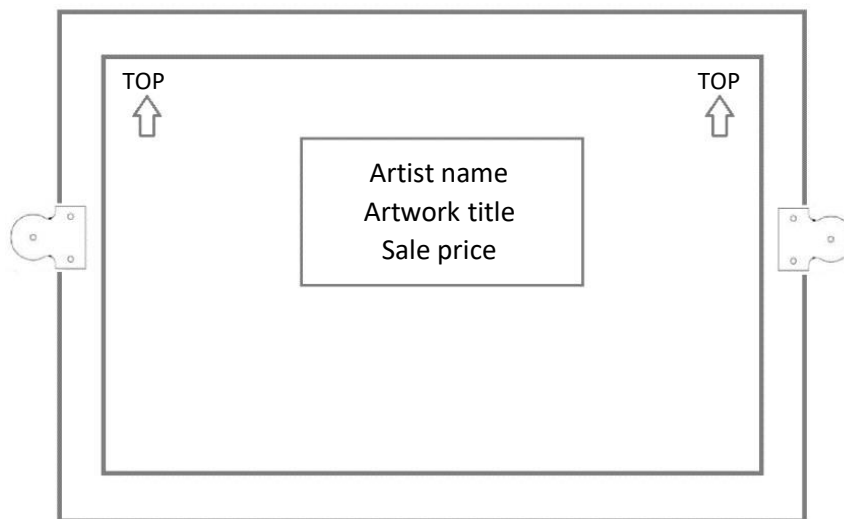
## Submitting your work

All 2D artwork submitted for display in Open: The People's Exhibition must have mirror plates attached and be clearly labelled. Please see below for more information.

### Labels

Your artwork should be labelled on the rear, with arrows indicating the top of the work.

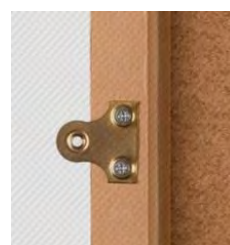
Please include: artist's name, artwork title and sale price.



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.

### 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.



## Where to buy mirror plates

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

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

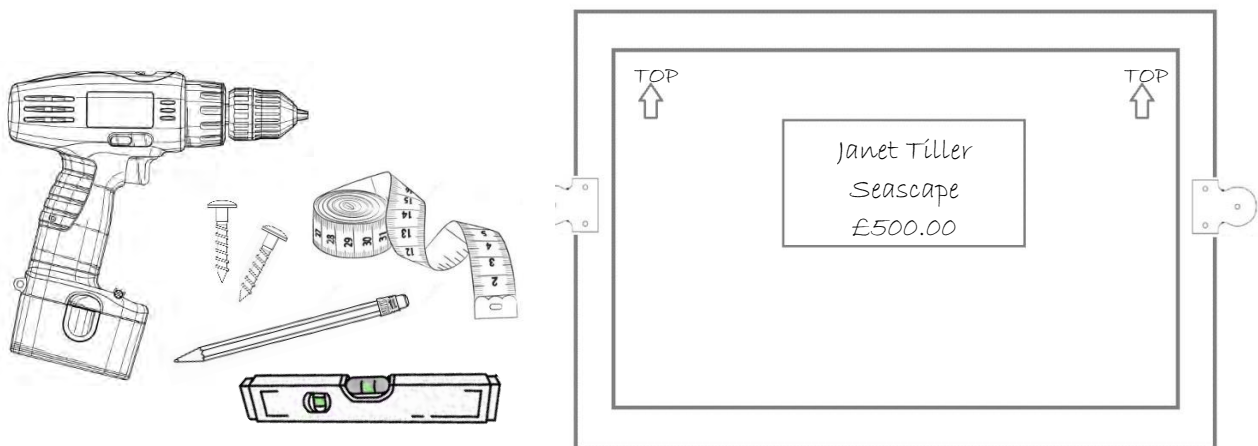
Select appropriately sized screws to fix the mirror plates, ideally in the same metal as the plate (e.g. brass screws with brass plates).

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.

## How to fix mirror plates to your frame

You will need:

- **Two mirror plates for each artwork** - one for each side of the frame (do not attach at the top and bottom of the frame)
- **Correct screws** – select screw that fit the mirror plates and that do 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 and Art Gallery and the OPEN take no responsibility for damage to frames, caused as a result of artwork submitted without mirror plates attached.



Latest updates and resources via the website:

**[www.leicestermuseums.org/the-open](http://www.leicestermuseums.org/the-open)**

Any questions email: **[openexhibition@leicester.gov.uk](mailto:openexhibition@leicester.gov.uk)**

**Leicester Museums & Art Gallery, 53 New Walk, Leicester LE1 7EA**

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