

## Framing and Installation Guidelines

*All framing materials must be museum quality!*

1. Mat type - 100% Cotton rag.
2. Mat color – white, specific white may be determined by artist and framer.
3. Mat size – not to be less than 2 inches all the way around.
4. Backing – Acid free, museum quality.
5. Mounting – Acid free, museum quality.
6. Frame material - simple profile, maple or oak molding, 1.5" or larger on the face.
7. Plexiglas protective covering required on all 2-D pieces. Glass on pastels.
8. Spacers when necessary so that Plexiglas does not touch the artwork.
9. Security hangers must be used, no wire.
10. Weighted wood pedestal with secure bolted Plexiglas cover required on small 3-D works.
11. Pedestals shall be tall enough to bring the artwork to eyelevel.
12. Large scale and/or exterior sculptures do not require Plexiglas covering.
13. All artwork must be permanently installed at the site along with a project plaque.
14. Pedestals must be painted either black or white.

*Samples of mats, frames, pedestals and plaques can be viewed at New Mexico Arts office (407 Galisteo, suite 270, Santa Fe, NM). Please call to schedule an appointment (505-827-6490, In State 800-879-4278).*

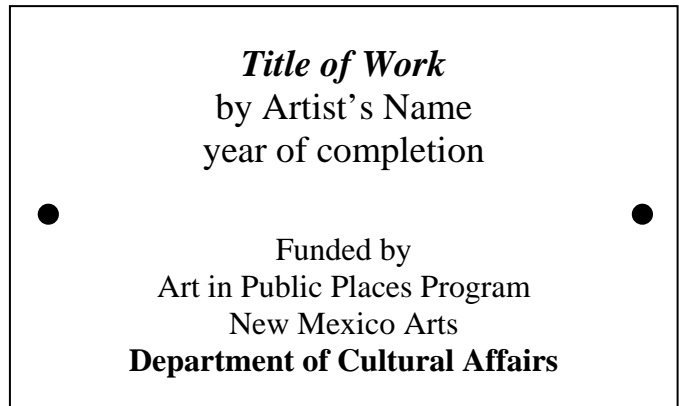
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## Plaque Guidelines

The following guidelines are used for NMA Public Arts Projects to help us maintain plaque quality and style consistency. It is permissible for the font size to be changed to best fit the size of the plaque. (*Drawings are not to scale!*)

### SAMPLE

- 14 pt Bold Italic Times New Roman Font
- 14 pt Plain Times New Roman Font
- 14 pt Plain Times New Roman Font
- 2 drilled holes for brads, screws or bolts
- 12 pt Plain Times New Roman Font
- 12 pt Plain Times New Roman Font
- 12 pt Plain Times New Roman Font
- 12 pt Plain Times New Roman Font



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### Interior Pieces

Material and Finish: Metal plate with antique brass finish and black lettering on wooden base  
Plaque Size: 3" x 5"

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### Exterior Pieces

Material and Finish: Metal plate with black finish and silver lettering  
Plaque Size: 3" x 5" or 5" x 7"

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**Please adjust font size to best fit plaque dimensions!**

VARIATIONS: We understand that because of the nature of the artwork and/or site, plaque variations may be desirable. For example, a tile artist might choose to create a custom tile plaque to integrate into the work. A muralist might choose to paint the plaque information directly onto the mural. For a large stainless steel exterior sculpture, an artist might wish to use a stainless steel plaque that is larger than the standard size. We encourage you to think creatively. However, please consult New Mexico Arts before executing a custom plaque (505-827-6490, In State 800-879-4278).