

HOW TO USE THE PCA'S GALLERY HANGING SYSTEM

The gallery system consists of **4 major components**:

1. **Hanging Track** – the metal track installed throughout the first floor
2. **Track slide** –small metal piece that attaches the hanging wire to the track.
3. **Steel cable hanging wire** – approx 6 feet long - has a **brass ferrule** at the end.
4. **Push-button hook** – slips on to the hanging wire– holds the artwork in place



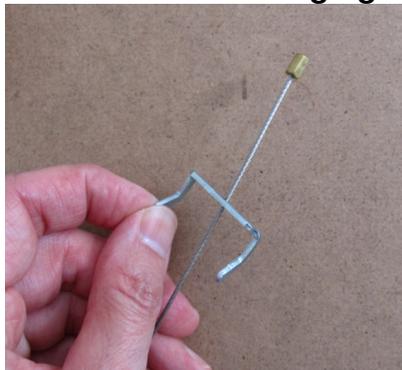
Note: Because of the design of the hook, it is important to have a hanging wire installed on the artwork. The wire should be securely fastened, installed in the top third or quarter of the frame, and be relatively taught. Claw-tooth hangers and other hardware may not hang properly.

Weight Limits: 44 lbs per push-button hook with a maximum of 66 lbs for each hanging wire. Multiple pictures may be hung on one cable as long as these weight limits are observed. To hang a picture that is more than 44 lbs but less than 88 lbs, use two cables.

To Hang a Picture:

1, Remove a **steel cable hanging wire** from the **Gallery Hanging System Supply box**. The supply box is stored in the closet at the top of the basement stairs. (The basement door is opposite the Ladies Room).

2. Take a **track slide** and feed the **steel cable hanging wire** through the hole:



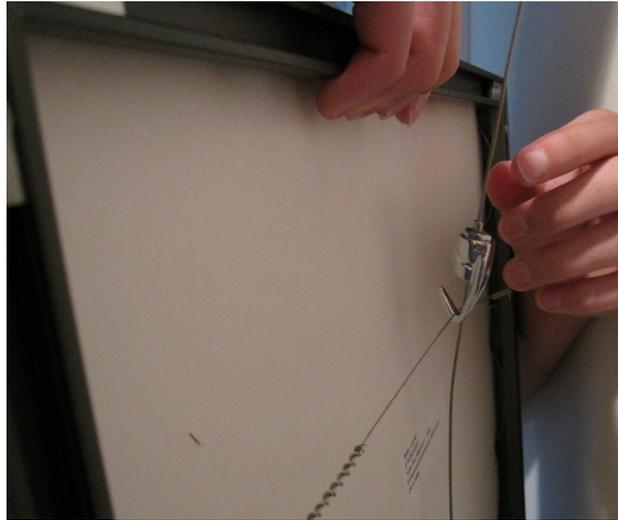
3. Take a **push-button hook** and feed the **steel cable hanging wire** through the top of the hook while pressing down the top:



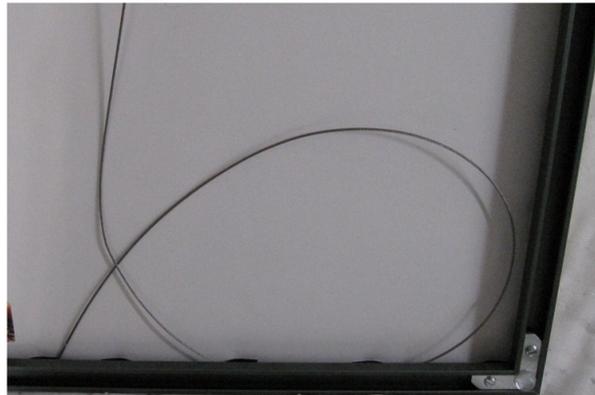
4. You'll need a ladder to reach the hanging track. Ladders are stored in the PCA basement. Tilt and insert the **track slide** into the underside of the **hanging track**. If the **brass ferrule** gets in the way, push the ferrule and an inch or so of **hanging wire** into the **hanging track** and try again. Straighten the **track slide** so it sits level in the **hanging track**. The **track slide** can be inserted at any point into the **hanging track** and slides along the underside of the track for horizontal adjustment.



5. Adjust the vertical position of the push-button hook by depressing the top and sliding the hook along the cable. Hang the picture.



6. Any excess wire can be coiled and stored behind the picture or secured with a piece of tape.



When your Show is Over – Removing your exhibit

Unless the next artist is coming in immediately following your take down, the hanging system must be removed from the walls and stored. Your gallery contact can advise you on this.

To remove:

1. Retrieve the **Gallery Hanging System Supply box**. The supply box is stored in the closet at the top of the basement stairs. (The basement door is opposite the Ladies Room).
2. Retrieve the ladder from the basement.
3. Remove the **push-button hook** from the bottom of the hanging wire and place it in the appropriate container in supply box.
4. Tilt the **track slide** forward to remove the **hanging wire** from the track.
5. Remove the **track slide** from the **hanging wire** by pulling the wire through the hole and place the **track slide** in the appropriate container in the supply box.
6. Coil the hanging wire and store it in the bottom of the supply box.

**The System was purchased at www.galleriesystem.com
800-460-8703**

Problem Solving – The artwork tips forward from the wall. This can be a problem with smaller (less than 12 inches high) and lighter pictures, or, for pictures where the hanging wire is installed too low.

For **metal frames**, attach a binder clip to the center of the top of the frame. Feed the hanging wire through the clip and then attach the push-button hook. The clip will hold the frame close to the wire and prevent the picture from tipping forward.



For **wood frames**, drive a staple part way into the center of the top of the frame. To do this, use a staple gun but, before stapling, insert something between the gun and the frame to prevent the staple from being driven completely into the frame. A small screwdriver works well.

