

Association of Sussex Artists Exhibition 2017.

Members Guidelines – Paintings/Drawings.

Exhibition Dates.

Receiving Day - **Sunday 13th August** (paintings between 10am-12pm, 3D between 12pm-2pm)

Private View and Party at 6.30.p.m. – **Thursday 17th August**

Exhibition opens to the public – **Friday 18th August** (10.30am to 5pm)

Exhibition closes (3pm) and removal of all work (between 4pm-6pm)– **Saturday 26th August**

Final time for removal of unsold work – **Sunday 27th August** (10.30am-12pm)

Number of Works.

Each artist may submit up to 4 paintings/drawings. All works must be for sale and priced in whole pounds. The following items will not be accepted, - any form of printmakings (such as lino, wood cuts, etc.), photographs, etchings, commercially produced prints or digital works.

Painting members may also submit 3D works on the terms applicable to non-members. (Entry forms available from the Secretary)

Presentation and Labelling of works.

Works must be securely framed, **with D-ring** fixings and a taut cord attached ready for hanging. Please ensure any sharp edges on the back are covered with tape. (Please see image below). Clip frames, frames with unprotected glass edges or frames with an existing strut or stand on the back are **not** acceptable. Oils and acrylics on box canvases are acceptable unframed, but please ensure the sides are neat with no staples or tacks down the sides. Work that is not properly secured or without cord **will not be hung**. All exhibits should be clean and ready to exhibit. **Poorly framed work may not be accepted.**

Each work must have 2 labels – one attached to the back of the picture and one tie-on label to hang over the front of the picture, for cataloguing purposes. Using CAPITAL letters, both labels should show the TITLE, MEDIUM, PRICE, ARTIST NAME and ADDRESS. (If you would prefer, you may include an email address instead of a postal address)



Back of a framed work using D-rings taken from a tutorial on the following website:

<http://makingamark.blogspot.co.uk/.../how-to-hang-picture-usi...>

Receiving Day.

Paintings must be delivered to the Drill Hall, Horsham, RH12 1JF on Sunday 13th August between **10am and 12pm**. If you wish to submit 3D works as a non-member, please contact the Secretary to discuss a suitable delivery time of these works, so only one visit for handing in is required.

Commission.

Commission of 20% will be deducted from the sale price of all works sold.

Selection and Conditions.

All work will be judged by a selection panel, to ensure the Association maintains a suitable standard of work. At least one piece of work is guaranteed to be hung, provided that it meets the requirements laid out in these guidelines.

Artists will be notified, by email or post, by Thursday 17th August if they have any entries that have not been accepted.

The decision of the Selection Panel and the Association is final.

The insurance of work is the artists' responsibility. No responsibility will be taken by the organisers for any loss or damage of work during the Exhibition, but all reasonable care will be taken.

The Committee has the right to reject works that they feel do not meet the stated requirements.

Copyright.

Copyright of all work is retained by the artist. For the benefit of artists and purchasers, this is stated in the catalogue. Photography is prohibited at the Exhibition. However, some photography may take place with the Committee's consent for publicity purposes.

Unframed works for Sale.

We are again offering members the opportunity to sell unframed work from the browsers, (up to 4 pieces). These may be either originals or prints, but will not appear in the catalogue. Unframed work should be mounted and have a stiff backing, and must be covered with cellophane, - **not clingfilm** - for protection. Each should have a label showing YOUR NAME, the TITLE and PRICE and the words 'ORIGINAL' or 'PRINT' as appropriate. Commission will be charged on sales, as above. Purchasers will be able to remove pictures bought from the browser at the time of purchase.

Collection of Works.

Unselected works may NOT be collected during the Preview Evening, but may be removed at any time while the exhibition is open to the public, (10.30am to 5pm daily).

The exhibition closes at 3pm on Saturday 26th August, **NO** work may be collected until **4pm**.

All unsold works may be collected from the back door of the Hall, on **Saturday 26th August between 4.p.m. and 6.p.m.** OR on the following **Sunday 27th between 10.30.a.m and 12noon**, after which we no longer have use of the Hall.

We are unable to store work after the final collection time. If someone is collecting for you, please make sure they have a full list of what they are collecting, together with your written authority.
(Buyers collect their purchases from the front door).

Stewarding and Help.

The Committee would be grateful for any offers of help from Members for Receiving Day, stewarding and dismantling the exhibition on the last weekend. Stewarding times are 10.15am to 1.45pm and 1.45pm to 5.15pm. However, any help during the course of the exhibition would be much appreciated.

We will arrange for a member of the Committee, or someone with experience in using the credit card machine to be on duty throughout the week. There is free parking available, **for stewarding only**, in the Drill Hall Car Park, - permits will be available from the Sales Desk. If you are able to help, please contact Gill Palengat, on 01798 812149, or by email gillpal@btinternet.com as soon as possible.

The Committee would welcome offers from Members of food for the Preview Party. Please contact Jean Holder on 01403 891327, if you are able to help.

Postcard Raffle.

If you are participating in the fund-raising Postcard Raffle, please remember to bring your postcard pictures on handing-in day.

These postcards should be A6 size (105mm x 148mm), unframed, **without** mounts or cellophane, with your name and title of the picture on the back. In addition, artists may sign their postcard(s) on the front, if they wish to do so.

Curriculum Vitae.

During the Exhibition, we will again be providing folders containing the CVs of Members for visitors to view. If you would like to include a CV, or wish to update that supplied from a previous year, then please provide one to two sides of A4 of your CV, which may include images of your work. CVs can be handed in on Receiving Day, or at any time during the exhibition. However, you may change or update your information whenever you wish.

Entry forms must be received by 1st August at the address specified on the Entry form.

Late entries will not be accepted.