

Association of Sussex Artists Exhibition 2018.

Members Guidelines – Paintings/Drawings.

Exhibition Dates.

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

Private View and Party at 6.30.p.m. – **Thursday 16th August**

Exhibition opens to the public – **Friday 17th August** (10.30am to 5pm)

Exhibition closes (3.30pm) and removal of all work (between 4pm-6pm) – **Saturday 25th August**

Final time for removal of unsold work – **Sunday 26th August** (10.30am-12pm)

Number of Works.

Each artist may submit up to 4 original paintings/drawings. All works must be for sale and priced in whole pounds. Photographs, commercially produced prints or digital works are **not** acceptable. Hand-made limited edition prints such as linocuts, wood cuts, etc. will be accepted, open editions will not be accepted.

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 and professionally 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 will not be accepted.

Each work must have 2 clearly printed 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).

It is important that details on the entry form and labels correspond with each other. This will ensure the correct details appear in the catalogue.



Back of a framed work using D-rings and taut cord

Receiving Day.

Paintings must be delivered to the Drill Hall, Horsham, RH12 1JF on Sunday 12th August between **10am and 12pm**. Please deliver your work to the BACK door of the Hall. 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.

Submitted items must be entirely your own work and should not have been previously shown in Horsham.

All work will be judged by a selection panel to ensure the Association maintains a suitable high standard of work.

Artists will be notified by email or post, by Thursday 16th 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 high standard or framing and labelling 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. Any work not presented in a clean and professional manner will be rejected.

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 3.30pm on Saturday 25th August, **NO** work may be collected until **4pm**.

All unsold works may be collected from the back door of the Hall, on **Saturday 25th August between 4.p.m. and 6.p.m.** OR on the following **Sunday 26th 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.

Members submitting work for display are expected to assist with the exhibition. The Committee would be grateful for offers of help for Receiving Day, Preview evening, stewarding throughout the exhibition and the dismantling of the exhibition on the last weekend. This is an opportunity to promote and discuss your work with potential buyers, as well as meet other members of the Association. Without your help we would be unable to run the exhibition.

Stewarding times are 10.15am to 1.45pm and 1.45pm to 5.15pm. 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.

Please complete the stewarding form and return with your entry form OR contact Sandra Deighton on 01403 730467 or by email – associationofsussexartists@outlook.com as soon as possible.

The Committee would also 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.