

Association of Sussex Artists Exhibition 2018.

Members Guidelines – Sculpture/Pottery

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 10 entries of pottery or sculpture, which may include pairs or sets of three, up to a total of 15 items. *(For example: 1 set of three, 3 pairs and 6 single items = 10 entries, 15 items, or 2 sets of three, 2 pairs and 5 single items = 9 entries, with a total of 15 items).*

All works must be for sale and priced in whole pounds. Limited edition cast pieces will be accepted, with a limit of 5 editions. Items of jewellery should not be submitted as the venue and stewarding arrangements are not appropriate.

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

Presentation and Labelling of works.

All exhibits should be clean and ready to exhibit.

Each work must have 2 clearly printed labels – one attached to the base of the item and one tie-on label to hang over the work, 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.

Receiving Day.

Work must be delivered to the Drill Hall, Horsham, RH12 1JF on Sunday 12th August between **12pm and 2pm**. Please deliver your work to the SIDE ENTRANCE, via the ramp.

If you wish to submit paintings 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.

As we are hoping for an increase in the numbers of 3D pieces submitted in 2018, the selection process implemented in 2017 is likely to continue, in order to make maximum use of the available exhibition space. Whilst the Committee does not wish to stifle creativity, or try to make binding definitions, it is felt that the separation of 2D and 3D

membership reflects a difference in process. It is therefore likely, that future selections will favour 3D work in which the form itself has been created by the artist, by one means or another, over existing forms that have had decoration applied by the artist.

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

Items may or may not be selected according to whether they are felt to reflect the Association's intention of presenting an art exhibition rather than a craft fair.

The decisions of the Association and its selectors are final.

Artists will be notified, by email or post, by Thursday 16th August if they have any entries that have not been accepted.

To assist with mounting and managing the exhibition, the Association is unable to accept entries of 3D work that when fully assembled, cannot reasonably be moved around the exhibition space by one person. All work should conform to all applicable Health & Safety standards and regulations.

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

The Committee has the right to reject works that 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.

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 SIDE door of the Hall (as handing in day) 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**, (from the back door), 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 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 picture(s) on handing-in day.

These postcards should be A6 size (105mm x 148mm), unframed, **without** mounts or cellophane, and 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.