

Association of Sussex Artists Exhibition 2018.

Non-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 2 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.

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 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 secure 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 SIDE entrance to the LEFT of the Hall. If you wish to submit both 3D works and paintings, 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. Large paintings may be submitted but please be aware that space is limited.

Artists will be notified by email or post, by Thursday 16th August giving the outcome of the selection process. 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 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 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.

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.

If you are available to help with stewarding the exhibition, then please contact Sandra Deighton on 01403 730467 or by email at associationofsussexartists@outlook.com. Stewarding times are 10.15am to 1.45pm and 1.45pm to 5.15pm, and free parking is available, **for stewarding only**, in the Drill Hall Car Park.

Handling Fees. There is a **non-refundable** handling fee of £5 per picture, to be sent with your entry form.

Please make cheques payable to the "Association of Sussex Artists".

How to Find the Drill Hall.... for directions and map please see our website

www.associationofsussexartists.co.uk

Entry forms must be received by **1st August** at the address specified on the Entry Form. Late entries will not be accepted.