

## Association of Sussex Artists Exhibition 2018.

### Non-Members Guidelines – Sculpture/Pottery

#### **Exhibition Dates.**

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

Private View and Party at 6.30.p.m. – **Thursday 16<sup>th</sup> August**

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

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

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

#### **Number of Works.**

Each artist may submit up to 5 entries of pottery or sculpture, which may include pairs or sets of three, up to a total of 10 items. *(For example: 1 set of three, 1 pair and 3 single items = 5 entries with a total of 8 items, or 3 sets of three and 1 single item = 4 entries with a total of 10 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.

#### **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 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 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 16<sup>th</sup> August giving the outcome of the selection process.

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 of work during the Exhibition, but all reasonable care will be taken.

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 submissions reflects a difference in process. It is therefore likely that 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.

**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.

#### **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](mailto: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.

#### **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 25<sup>th</sup> 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 25<sup>th</sup> August between 4.p.m. and 6.p.m.** OR on the following **Sunday 26<sup>th</sup> 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).

**Handling Fees.** There is a flat-rate **non-refundable** handling fee of £10 for all five entries, (including sets or pairs), 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](http://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.