



EXHIBITION RULES 2020

KEY DATES – PLEASE WRITE THESE IN YOUR DIARY **NOW**

Receipt of Entry Form	Monday 9 March - allow 3 days for postage
Handing-in of exhibits	Saturday 4 th APRIL 9.30-11.30am hanging/browser/cards
Collection of unsold work	Sunday 12 th APRIL 5.30 – 6.30 pm hanging/browser/cards

THE ENTRY FORM

Please complete the enclosed Entry Form legibly (in BLOCK CAPITALS or typed please) and send to: - Evelyn Jones, Molesey Art Society, Flat 1, 87 Twickenham Road, Teddington TW11 8AL together with a remittance covering exhibition fees and subscription renewal, **to arrive** no later than **Monday 9th March**.

There is a line on the form for every picture (framed and/or for the browser) and sculpture to be listed, but small items destined for display tables should be listed individually on a supplementary sheet. Give each item a title, medium and price.

The Exhibitor's Receipt Slip portion of the form will be given back to you at the time of handing in. Keep it safe – you will need to present it at the end of the exhibition to get your unsold items back.

1. REQUIREMENTS FOR EXHIBITS

- (a) All items are submitted as the **original work** of the artist and not previously exhibited in the preceding three years
- (b) Any work based on or similar to the work of another artist must display a clear attribution.
- (c) **No prints** such as **Digital** or **Giclée** may be hung, but may be presented for the browser and labelled as prints and signed.
- (d) Members may also submit up to three items of sculpture.
- (e) Every work must have the title, medium, price, and the artist's name **written clearly on the back**.
- (f) Items must be submitted unwrapped.
- (g) Items for hanging and on the craft tables must be the member's own work.
- (h) Pictorial items for hanging must in general be framed, and have
 - D-rings only, **not screw eyes**,
 - cord or wire fixed tautly **and securely** between them,
 - and any sharp projections on the back (sprigs, etc) **generously** taped over.These stipulations are designed to minimise damage to other pictures when stacked.
- (i) No work in clip frames will be accepted.
- (j) Unframed pictures on box canvases are acceptable, but must have their edges neatly finished.
- (k) Pictures for the browsers must be in card mounts (no more than 5mm thick), and protected in cellophane front and back.
- (l) No item for sale may contain any electrical fitting.

2. NUMBERS OF WORKS FOR SUBMISSION

Fellows	Up to six framed paintings, and six mounted pictures for the browser.
Associates	Up to five framed paintings, and five mounted pictures for the browser.
Full Members	Up to three framed paintings, and three mounted pictures for the browser.
Juniors	Up to two framed paintings, and two mounted pictures for the browser.
Lay members	may not submit any items.



3. DISPLAY FEES

Framed pictures **£3**
Mounted pictures for the browser **£2**
Individually catalogued sculptures etc. **£3**

4. COMMISSION

The Society levies **20%** on sold paintings, craft and browser work and **10%** on cards. Remember that **craft people** deal with their own sales by **manning the craft sales desk** set aside for them in the Sales Room. Please keep 'not for sale' works to a minimum.

5. SOCIETY RESPONSIBILITIES

Items will be displayed in two halls. While all reasonable care will be taken with members' works, the Society cannot accept liability for any loss or damage to exhibits.

6. COLLECTION OF UNSOLD PAINTINGS

Please collect your unsold paintings on the **final Sunday** at **5.30-6.30 pm**, **NOT** at the close of the exhibition. Remember to bring your Receipt slip. If you are unable to attend in person you must arrange for a friend to collect your unsold items.

...ALSO FOR CRAFTS PEOPLE

7. REQUESTING A DISPLAY TABLE

There are a very limited number of display tables that will be available for the sale of small items of pottery, etc. for which a fee of **£10** is charged, being the bulk fee for all the items you list on the separate sheet for the sales desk. The tables will be assigned on a first come first served basis, one per artist and you will be notified if you are successful.

8. TABLES SET-UP AND DISMANTLING

Your tables will be put in place on the first Friday evening, and tagged with your name. You should set out your items on **Saturday 4th April** at **3.00-4.00pm**. You must start dismantling from **4.00pm** on the final **Sunday afternoon (12th April)**, the tables to be completely cleared by **4.45pm**

9. SALES DESK

Please tag each item with a unique "code" and provide the Sales Desk with an A4 format un-laminated price list to enable each piece of work to be identified. [Code / price and exhibitor's name at the top of the form].

10. CARDS FOR SALE

Artists may submit up to 20 cards for sale. Cards should be handed in at the same time as the paintings and should be priced at £2.00. No variations on this price are permitted. Unsold cards should be collected from the Sales Office at the end of the exhibition at the same time unsold paintings are collected.