

Molesey Art Society



2022 SPRING EXHIBITION

I am delighted to be writing to you with news of our 2022 Spring Exhibition – a much anticipated event after an absence of 2 years because of the pandemic. We hope you will be able to participate and we will, of course, be taking all the relevant measures to make the event a safe and enjoyable experience.

The exhibition will be held at our traditional venue – St. Alban's Primary School Hall, Beauchamp Road, East Molesey, KT8 2PG. Exhibits will be displayed in the main hall and an additional room if necessary. The Private View, to which you are invited, will be held on the evening of **Tuesday 5th April** at 8.00pm and access to the general public will be from **Wednesday 6th** until **Sunday 10th April**. Opening times are 11.00am until 5.00pm (last admission 4.30pm) but on Sunday the exhibition will close at 4.30pm (last admission 4.00pm). We depend on our members to help with stewarding the exhibition and so please study the form attached and offer what help you can.

Payments for exhibit entries

The preferred method of payment to the Society is by bank transfer via BACS to our account at Metro Bank. You can do this online if you are registered for online banking or at your bank in person. You will need to quote the Society's Sort Code (**23-05-80**) and Account Number (**31468914**) and use your name and the date as payment reference.

If you would like to receive any payments from the Society for sales of your artworks etc. then you will need to supply your own bank details on the submission form attached. I assure you that this information will be held only by the Society's Secretary and Treasurer. If you would prefer to pay by cheque and receive payments in the same way that is fine. Please make cheques payable to Molesey Art Society.

If buyers make their purchase by card then the card company makes a charge of 1.75%. Card and cash sales will be subject to the Society's normal 20% commission. We are confident that the option of a card payment facility will encourage buyers.

I am attaching a number of forms to help you exhibit. If you have any queries please contact the Secretary (Eric Drewery). **Please read the EXHIBITION RULES carefully so that things run as smoothly as possible on submissions day.**

When completing the Exhibition Entries form please write clearly. When complete this should be sent by email or by post to Eric Drewery (Secretary), 14 Grove Road, East Molesey, Surrey KT8 9JS. It should arrive no later than **Tuesday 15th March**. If you are paying for entries by cheque that should be sent to the same address.

May we stress the need for your mounted pictures to be framed in accordance with the guidelines given in the Rules. Any insecure or inconsiderately framed items may be handed back to you and not exhibited. It is your responsibility to acquaint your framer with the Exhibition requirements and ensure he/she complies with them.

Artists and buyers should collect their works on the closing Sunday between 5.30pm and 6.30pm. This later collection time gives the public time to leave the hall before items are removed. Early arrivals will have to wait and will not be allowed into the hall until 5.30pm. This restriction is more relevant because of precautions being taken in relation to the pandemic. If you are unable to collect your unsold work in person you must arrange for a friend to collect it on your behalf.

After all that we hope you find the event an enjoyable experience, sharing your enthusiasm with lots of other people and hopefully making some sales as well. Good luck and thank you for contributing to the success of our exhibition.

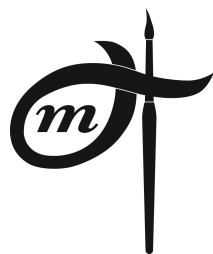
Paul Potter

A handwritten signature in black ink, appearing to read 'Potter', with a stylized flourish above the name.

Chairman
21st February 2022

Enclosures:

- Entry Form
- Exhibition Rules
- Exhibition Schedule and Stewarding Request



SPRING EXHIBITION ENTRY FORM 2022

www.moleseyartsociety.co.uk

Latest return date

TUESDAY 15th MARCH

Artist's Surname

Return to: Eric Drewery, Molesey Art Society
14 Grove Road,
East Molesey, Surrey KT8 9JS
Telephone 020 8783 0123

BLOCK CAPITALS THROUGHOUT PLEASE

TICK MEMBERSHIP STATUS

☐ Fellow/ Life (Max 6 framed pictures plus 6 for browser)

Artist's Name _____ Art qualifications _____

☐ Associate (Max 5 framed pictures plus 5 for browser)

Address _____

☐ Full Member (Max 3 framed pictures plus 3 for browser)

Postcode _____

☐ Junior (Max 2 framed pictures plus 2 for browser)

Telephone numbers _____

Office Use	Title of Work	Medium	Price	Fee
Framed Pictures (£3 each)				
Unframed for Browser (£2 each)				
Sculptures (£3 each)				
Display table required (£10) If YES, tick box		Specify table content*:		
Commission on all exhibits 20% * e.g. Ceramics, Jewellery, Wood carving, Stained glass				TOTAL EXHIBITOR FEES

The **preferred** method of payment to the Society is by direct bank transfer by BACS or Standing Order to our account at **Metro Bank**. You can do this online if you are registered for online banking or at your bank. You will need to quote the Society's Sort Code (**23-05-80**) and account number (**31468914**) and use your name and the date as payment reference. If you would like to receive any payments from the Society for sales of your artworks etc. then please supply your account details below. **If you prefer to pay by cheque and receive payments in the same way that is fine.** Please make cheques payable to **Molesey Art Society**.

Bank: _____ Sort Code: _____ Account No: _____

Please do not detach

EXHIBITOR'S RECEIPT SLIP 2022

ARTIST'S NAME _____

PLEASE BRING THIS WITH YOU
ON COLLECTION DAY

SUNDAY 10th APRIL – TIME 5.30–6.30pm

TO BE COMPLETED BY THE SOCIETY

Received _____ works from artist

Signed _____ (On behalf of the Society)

Framed					
Browser					
Sculptures					

Molesey Art Society

2022 SPRING EXHIBITION RULES

Please read carefully



KEY DATES – Please write these in your Diary NOW!

Submit Entry Form **Tuesday 15th March** – allow 3 days for posting
Handing-in of exhibits **Saturday 2nd April 9.30–11.30am** (hanging/browser items)
Collection of unsold work **Sunday 10th April 5.30–6.30pm** (hanging/browser items)

THE ENTRY FORM

Please complete the enclosed Entry Form as clearly as possible (BLOCK CAPITALS or typing preferred). You can send this by email to: admin@moleseyartsociety.co.uk or by post to: Eric Drewery (Secretary), Molesey Art Society, 14 Grove Road, East Molesey, Surrey KT8 9JS. If paying by cheque please include in the same envelope. Entry forms must be received by no later than **Tuesday 15th 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.

I. REQUIREMENTS FOR EXHIBITS

- a All items are submitted as the **original work** of the artist and not shown at a Spring Exhibition in the previous 3 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 3 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 by cellophane front and back.
- l No item for sale may contain an electrical fitting.

2. NUMBERS OF WORKS FOR SUBMISSION

Fellows/Life Up to 6 framed paintings and 6 mounted pictures for the browsers.
Associates Up to 5 framed paintings and 5 mounted pictures for the browsers.
Full Members Up to 3 framed paintings and 3 mounted pictures for the browsers.
Juniors Up to 2 framed paintings and 2 mounted pictures for the browsers.
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 items and browser work.
Remember that **craft exhibitors** deal with their own sales by **manning the craft sales desk** set aside for them in the Sales Room. Please keep 'not for sale' items to a minimum.

5. CARD TRANSACTIONS

Purchases may be made using credit/debit card as well as cash or cheque but there is a minimum amount of **£15** on such transactions.

6. SOCIETY RESPONSIBILITIES

While all reasonable care will be taken with members' work, the Society cannot accept liability for any loss or damage to exhibits.

7. COLLECTION OF UNSOLD PAINTINGS

Please collect your unsold paintings on the **final Sunday at 5.30–6.30pm, 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 CRAFT EXHIBITORS

8. REQUEST FOR A DISPLAY TABLE

There are a limited number of display tables available for the sale of small items of pottery, etc. for a which a fee of £10 is charged, this being the bulk fee for all 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.

9. TABLE SET-UP AND SET-DOWN

Your tables will be put in place on the Friday evening before handing-in day and tagged with your name. You should set out your items on **Saturday 2nd April** at **3.00–4.00pm**. You must start dismantling from **4.00pm** on the final **Sunday afternoon (10th April)**, the tables to be completely cleared by **4.45pm**.

10. SALES DESK

Please tag each item with a unique “code” and provide the Sales Desk with an A4 format unlaminated price list to enable each piece of work to be identified. (Code / price and exhibitor’s name at the top of the form).

Molesey Art Society

2022 SPRING EXHIBITION



SCHEDULE AND STEWARDING REQUEST

PLEASE RETURN WITH EXHIBITION ENTRY FORM

Exhibiting members are expected to volunteer for at least two slots of stewarding during the course of the Spring Exhibition. Please complete the form below and remember to tick the boxes indicating your preferred activities. Make a note of the details in your diary. You will be contacted by a committee member who will confirm your times and dates. This is also an opportunity for new members to become more acquainted with our main exhibition – the climax of our season.

Exhibition schedule

Friday 1st April Set up screens and display labels and prepare hall/s

Saturday 2nd April Submission of members' work 09.30–11.30

Please tick at least 2 boxes

Tuesday 5th April	Private view evening	20.00–22.00*	<input type="checkbox"/>	
Wednesday 6th April	Open to public	11.00–14.00	<input type="checkbox"/>	14.00–17.00 <input type="checkbox"/>
Thursday 7th April	Open to public	11.00–14.00	<input type="checkbox"/>	14.00–17.00 <input type="checkbox"/>
Friday 8th April	Open to public	11.00–14.00	<input type="checkbox"/>	14.00–17.00 <input type="checkbox"/>
Saturday 9th April	Open to public	11.00–14.00	<input type="checkbox"/>	14.00–17.00 <input type="checkbox"/>
Sunday 10th April	Open to public	11.00–14.00	<input type="checkbox"/>	14.00–17.00 <input type="checkbox"/>
Collection of unsold work		17.30–18.30		

*Note the private view evening will consist of one hour slots.

☐ Front Desk ☐ Raffle ☐ General Stewarding ☐ Craft Sales Table ☐ Serving tea & coffee

☐ Please indicate if you are willing to have an estate agent's sign outside your property to advertise the event.

Name (BLOCK CAPITALS)

Telephone: E-mail:

Your times will be confirmed by telephone or e-mail but please also check for your times on hand-in day.