

# ROYSTON ARTS SOCIETY

## ANNUAL EXHIBITION 23<sup>rd</sup> – 24<sup>th</sup> SEPTEMBER 2017

### NON-MEMBERS ENTRY FORM

(Please complete the entire form in **BLOCK CAPITALS**, including the email address)

NAME/TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE No: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Artists are asked to complete pages 1 and 2 and the Helpers Form on page 3. Please retain page 4 for your reference then return pages 1 – 3 together with the hanging fee to **RICHARD CLAYTON, 5 SUN HILL, ROYSTON SG8 9AU** Tel: 01763 221322

The forms should be returned as soon as possible **BUT they must be received no later than Thursday 31<sup>st</sup> August 2017** - late entries will **not** be accepted under **any** circumstances. No changes will be accepted once the form has been received. The Catalogue will be compiled from the information given on these forms, so please ensure that everything is clear and correct as no subsequent alterations or additions to the Catalogue will be possible. Please also read and retain the Terms and Conditions on Page 4.

#### FRAMED PAINTINGS – Hanging Fee £2.00 per painting

Artists can enter up to **three** framed paintings (including unframed canvasses) for hanging in the exhibition. There is a hanging fee of £2.00 per painting and 20% commission will be charged on all sales. Framed exhibits must have a label on the back giving **NAME & CONTACT DETAILS, TITLE of PAINTING, MEDIUM** and **PRICE in BLOCK CAPITALS**. Glazed paintings must be **completely sealed** and the glass must be clean & free from sticky labels (**clip frames not accepted**). All hanging exhibits must be **ORIGINAL** work and they must be fitted with **D rings (no screw eyes)** and **taut cord or wire**. *Please note: A fee of **£5.00 per painting, payable immediately**, will be charged for any work needed to bring the framed paintings into a state where they can be hung safely. We have the space to hang about 300 framed paintings. If we get to this number before 31<sup>st</sup> August 2017 then we will refuse to accept any further entries for framed paintings.*

***The 2017 Arts Festival theme is “CHANGES” so we are running a competition for the best “CHANGES” painting. If you would like to enter ONE framed painting into this competition then tick the “CHANGES” box so we know which one. There is a prize for the winner and a higher likelihood of selling!!***

After the title of each exhibit, please indicate the medium used: **O** = Oil, **W** = Watercolour/Gouache, **A** = Acrylic, **D** = Drawing, **P** = Pastel (chalk or oil), **MM** = Mixed Media, **DI** = Digital

| <b>ADMIN ONLY</b> |           | <b>ARTIST COMPLETE THIS SECTION</b> |              |               |              | <b>ADMIN ONLY</b>      |
|-------------------|-----------|-------------------------------------|--------------|---------------|--------------|------------------------|
| <b>CAT NO</b>     | <b>IN</b> | <b>CHANGES</b>                      | <b>TITLE</b> | <b>MEDIUM</b> | <b>PRICE</b> | <b>BUYER'S DETAILS</b> |
|                   |           |                                     |              |               |              |                        |
|                   |           |                                     |              |               |              |                        |
|                   |           |                                     |              |               |              |                        |

Hanging fee for framed paintings £ \_\_\_\_\_

## UNFRAMED PAINTINGS – Hanging Fee - £0.50 per painting

(Please complete entire form in BLOCK CAPITALS)

NAME (TITLE) \_\_\_\_\_ Tel. No \_\_\_\_\_

Artists may submit up to **four** unframed pictures (does not include unframed boxed canvases). Those wishing to take advantage of this should complete the form below. Each picture should have a mount and loose card backing for support and be placed in a cellophane cover for protection (not Clingfilm), with a label on the back stating the **Name & Contact details** of the artist plus the **Title, Medium & Price in Block Capitals**. (20% commission applies to all sales).

| <u>ADMIN. ONLY</u> |    | <u>ARTIST COMPLETE THIS SECTION</u> |        |       | <u>ADMIN ONLY</u> |
|--------------------|----|-------------------------------------|--------|-------|-------------------|
| CAT. NO.           | IN | TITLE                               | MEDIUM | PRICE | BUYERS DETAILS    |
|                    |    |                                     |        |       |                   |
|                    |    |                                     |        |       |                   |
|                    |    |                                     |        |       |                   |
|                    |    |                                     |        |       |                   |

Hanging fee for unframed paintings £ \_\_\_\_\_

### CARDS – Fee £1.00 for up to 25 cards

RAS Members may also submit up to **25** greetings cards. All cards must be images of the artist's own work. Each card or pack of cards must be in cellophane packaging and have the artist's **Name** and the **Card Price** clearly visible on the reverse. Enter the **NUMBER** of cards **AT EACH PRICE** in the boxes below. **PLEASE DO NOT WRITE IN THE 'CARDS SOLD' or 'TOTAL SOLD' columns** (20% commission applies to all sales)

| <u>ARTIST TO COMPLETE</u> |            | <u>ADMIN ONLY</u>   | <u>ADMIN ONLY</u> |
|---------------------------|------------|---|-------------------|
| Qty In                    | Price each | <i>CARDS SOLD – to count use 5 bar gate tally system as shown ###</i> | TOTAL SOLD        |
|                           |            |   |                   |
|                           |            |   |                   |
|                           |            |   |                   |

Fee for cards £ \_\_\_\_\_

**Total fee payable** £ \_\_\_\_\_ cash/cheque - received by: \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Please make cheques payable to the 'Royston Arts Society'*

**Have you completed the HELPERS FORM ON PAGE THREE? YES / NO**  
**Have you read the TERMS AND CONDITIONS ON PAGE FOUR? YES / NO**

**ROYSTON ARTS SOCIETY - HELPERS FORM 2017**

**Helpers are required on the following dates:  
Thurs 21<sup>st</sup>, Fri 22<sup>nd</sup>, Sat 23<sup>rd</sup>, Sun 24<sup>th</sup> SEPTEMBER 2017**

**NAME :** ..... **TEL:**.....

**Email:**.....

**Distributing posters in early September; where?** \_\_\_\_\_

**How many posters required?** \_\_\_\_\_ **A4** \_\_\_\_\_ **A5**

**Please tick below**

|   |               |                 |       |
|---|---------------|-----------------|-------|
| <b>Erecting Screens</b> (involves carrying & lifting) | Thursday      | 3.30 – 5.30pm   | _____ |
| <b>Checking in Paintings</b>                          | Thursday      | 5.30 – 7.30pm   | _____ |
| <b>Moving pictures</b>                                | Thursday      | 5.30 – 7.30pm   | _____ |
| <b>Hanging pictures and setting up</b>                | Friday        | 10.00am - 3pm   | _____ |
| <b>Serving refreshments</b>                           | Friday        | 7.30 – 10pm     | _____ |
|   | Saturday      | 9.45am - 1.30pm | _____ |
|   | “             | 1.30 - 5.00pm   | _____ |
|   | Sunday        | 9.45am - 1.30pm | _____ |
| “   | 1.30 - 5.00pm | _____           |       |
| <b>Front Desk &amp; Catalogue Sales</b>               | Friday        | 7.30 - 10pm     | _____ |
|   | Saturday      | 9.30am - 1.30pm | _____ |
|   | “             | 1.30 - 5pm      | _____ |
|   | Sunday        | 9.30am - 1.30pm | _____ |
| “   | 1.30 - 5pm    | _____           |       |
| <b>Sales Desk/Stewarding</b>                          | Friday        | 7.30 – 10pm     | _____ |
|   | Saturday      | 9.30am – 1.30pm | _____ |
|   | “             | 1.30 – 5pm      | _____ |
|   | Sunday        | 9.30am – 1.30pm | _____ |
| “   | 1.30 – 5pm    | _____           |       |
| <b>Card &amp; Raffle Ticket Sales</b>                 | Friday        | 7.30 - 10pm     | _____ |
|   | Saturday      | 9.30am - 1.30pm | _____ |
|   | “             | 1.30 - 5pm      | _____ |
|   | Sunday        | 9.30am - 1.30pm | _____ |
| “   | 1.30 – 5pm    | _____           |       |
| <b>Checking out and clearing up</b>                   | Sunday        | 5.00 - 7.00pm   | _____ |

***If you cannot spare the time to do a “full shift” then please indicate this on the form***

**I am willing to donate a cake(s) for the refreshments bar** YES / NO  
**(Please bring along your cake on Thursday 21<sup>st</sup>, Friday 22<sup>nd</sup> or Saturday 23<sup>rd</sup> during the times listed above)**

**Please return this form, together with your Entry Forms to:**  
**RICHARD CLAYTON, 5 Sun Hill, Royston SG8 9AU**  
**Tel. 01763 221322 Email: [anns.dickc@goolemail.com](mailto:anns.dickc@goolemail.com)**

## TERMS & CONDITIONS of ENTRY

The RAS Annual 'Open' Exhibition takes place at the Royston Town Hall. It has become a significant contribution to the arts scene in Royston and the surrounding area and is well advertised and attended. If you would like to exhibit with us this year please complete the entry forms and the helpers, form and return them with your payment to the RAS Chairman,

**RICHARD CLAYTON (Tel. 01763 221322)  
5 SUN HILL, ROYSTON SG8 9AU**

**Entries to be received no later than  
THURSDAY 31<sup>st</sup> August 2017**

Later entries will not be accepted under any circumstances. **All entries MUST BE FOR SALE.** The catalogue will be compiled from the information given on the entry form, so please ensure that this is clear and correct. No changes will be accepted once the entry form has been received. A commission of 20% will be charged on all exhibits sold.

**Deliver pictures THURSDAY 21<sup>st</sup> September 2017  
Strictly between 5.30pm – 7.30pm  
to Royston Town Hall, Melbourn St, Royston SG8 7DA**

The preview is on **Friday 22<sup>nd</sup> September 2017 between 8.00 and 10.00pm;** all exhibiting artists are welcome to attend the preview with friends and family.

### Please note the following points:

1. **Non-Members may submit up to 3 framed paintings @ £2.00 per painting.** Each exhibit must have a label adhered to the back giving **Name & Contact Details, Title of Painting, Medium and Price in BLOCK CAPITALS.** Glazed paintings must be **completely sealed** and the glass must be clean and free from sticky labels. **NO CLIP FRAMES WILL BE ACCEPTED.** All hanging exhibits must be **ORIGINAL** work and be fitted with **D rings (no screw eyes) and taut cord.** *Please note: A fee of **£5.00 per painting, payable immediately,** will be charged for any work needed to bring the framed paintings into a state where they can be hung safely.*
2. **Non-Members may submit up to 4 unframed paintings @ £0.50 per painting** Each unframed picture should have a mount and loose card backing for support and be placed in a cellophane cover for protection (not Clingfilm), with a label on the back stating the **Name & Contact** details of the artist plus the **Title, Medium & Price**
3. **Non-Members may submit up to 25 cards @ £1.00 per set of cards.** All cards must be images of the artist's own work. Each card or pack of cards must be in cellophane packaging (**not cling film**) and have the artist's **Name** and the **Card Price** clearly visible on the reverse.
4. Whilst all reasonable care will be taken, the Organisers and their helpers will accept no liability for the loss of, or damage to works submitted. Exhibitors should make their own arrangements for insurance cover

**Unsold exhibits must be removed between 5.45 and  
6.15pm on SUNDAY 24<sup>th</sup> September 2017**

5. Collection outside of this time must be by prior arrangement only with the Exhibition Organiser – John Redfearn (07981 794299). All exhibits must be checked out. Any items not collected by 6.15pm will be stored for a fee of **£1 per item per day**, for a maximum of four weeks. After this time any uncollected paintings will be disposed of.
6. We are able to hang about 300 framed paintings. If the exhibition is oversubscribed with a subsequent lack of space, or a painting is considered unsuitable to hang, the RAS Exhibition Organiser reserves the right to withdraw exhibits. This may apply particularly to very **large exhibits** or if the framing is considered **unfit or unsafe for purpose.**
7. Payments to artists for exhibits sold will be made by cheque within four weeks of the exhibition
8. Photographs will be taken during the exhibition and used for promotional purposes. Your paintings may be included in these photographs.