

Royston ARTS Society
EXHIBITION IN ROYSTON MUSEUM 26th May to 21st July 2018
(For use by fully paid up members of RAS only)

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

NAME/TITLE: _____
 ADDRESS: _____
 TELEPHONE No: _____
 EMAIL: _____

Artists are asked to complete pages 1 and 2. Please read and retain page 3 for your reference then return **pages 1 and 2** 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 FRIDAY 4th May 2018**; late entries will **not** be accepted under **any** circumstances. The Museum Curator will create a Catalogue from the information given on these forms, so please ensure that everything is clear and correct. Please also read and retain the Terms and Conditions on Page 3.

FRAMED PAINTINGS (Entry fee - £2.00 per painting)

RAS Members can enter up to **TWO** framed paintings for hanging in the exhibition. There is a hanging fee of **£2.00** per painting and the Museum will charge 25% commission (plus VAT) on all sales. There is room for about 65 - 70 paintings in the Royston Museum. If we are oversubscribed, priority will be given to the first painting on your list and then the second painting will be hung according to when we receive your entry form. Members are advised not to enter paintings that are greater than about 4 square feet in area.

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 be fitted with **D rings (no screw eyes)** and **taut picture cord or picture wire (not cotton string)**. Glass must be clean and free from sticky labels (**clip frames not accepted**). All hanging exhibits must be **ORIGINAL** work. **Unframed boxed canvases** must be stapled on the back, not the sides. The Museum Curator will not accept any painting that does not meet these criteria.

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

ADMIN ONLY		ARTIST TO COMPLETE THIS SECTION				ADMIN ONLY
CAT NO	IN	TITLE	MEDIUM	SIZE H x W (in)	PRICE	BUYER'S DETAILS

Entry fee for framed paintings - £

Can you help to distribute exhibition posters in early May 2018?			
Where?	Number of Posters Required?	A4	A5

UNFRAMED PAINTINGS (Entry fee 50p per painting)

(Please complete entire form in BLOCK CAPITALS)

NAME (TITLE) _____ Tel. No _____

RAS Members may submit up to **THREE** unframed pictures (does not include unframed boxed canvases). There is a hanging fee of **50p** per painting and 25% commission (plus VAT) will be charged on all sales. 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 **Name** and **Contact details** of the artist plus the **Title, Medium** and **Price**.

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

Entry Fee for Unframed paintings - £.....

CARDS (Entry 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 '**ARTISTS**' columns below. **PLEASE DO NOT WRITE IN THE 'ADMIN ONLY' COLUMNS** – 25% commission (plus VAT) 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

Entry fee for Cards £

TOTAL ENTRY FEE £..... (Cheques payable to "Royston Arts Society")

I have read and I accept the Terms and Conditions on page 3 (please tick the box)

Please return pages 1 and 2 of this form, together with your Entry Fee to:
 RICHARD CLAYTON, RAS Membership Secretary, 5 Sun Hill, Royston SG8 9AU
 Tel. 01763 221322 Email: anns.dickc@googlemail.com

TERMS & CONDITIONS of ENTRY

The 2018 RAS Members Exhibition will take place at the Royston Museum, 5 Lower King Street, Royston, SG8 5AL. If you would like to exhibit, please complete the entry forms and the helpers' form and return them to the RAS Membership Secretary.

Entry Forms to be received no later than FRIDAY 4th May 2018

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. The museum will charge a commission of 25% (plus VAT) on all exhibits sold.

**Deliver pictures MONDAY 21st May 2018 between 2.00 and 5.00pm
to Royston Museum and Art Gallery, (5 Lower King Street, Royston, Hertfordshire, SG8 5AL)
(All pictures must be checked in by the Museum Curator)**

There is limited parking outside the Museum. You may be able to find space in the street where parking is free for up to 2 hours. It is also possible to park **for a few minutes only** (at your own risk!) on the pavement opposite the museum. Alternatively the closest car park is the one outside Morrisons; 50p for one hour parking, free after 3.00pm

The preview is on **Friday 25th May 2017 between 7.30 and 9.30pm** and is by invitation and for RAS Members and their families and friends.

Please note the following points:

1. **RAS Members may submit up to TWO framed paintings (ENTRY FEE £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 be fitted with **D rings (no screw eyes)** and **taut picture cord or picture wire (not cotton string).** Glass must be clean and free from sticky labels. **NO CLIP FRAMES WILL BE ACCEPTED.** All hanging exhibits must be **ORIGINAL** work.
2. **RAS Members may submit up to THREE unframed paintings (ENTRY FEE 50p 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. **RAS Members may submit up to 25 Cards (ENTRY FEE £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 and have the artist's **Name** and the **Card Price** clearly visible on the reverse
4. Whilst all reasonable care will be taken, RAS and Royston Museum and Art Gallery 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 10.00 and 12.00am on Monday 23rd July 2018**

5. Collection outside of this time must be by prior arrangement with the Museum Curator. (01763 242587). All exhibits must be checked out. Any items not collected by 12.00am 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. If the exhibition is oversubscribed with a subsequent lack of space, or if a painting is considered unsuitable to hang, the Museum Curator reserves the right to withdraw exhibits. This may apply particularly if very large exhibits are submitted by any one artist or the subject of the painting or the framing is considered unfit or unsafe for purpose.
7. Once a painting has been sold the purchaser will be able to take it away immediately. The Museum Curator will then contact the artist to ask him/her if they wish to bring along a replacement painting. This should be of similar size and shape to the sold painting so that it can be hung in the same space. There is no extra fee for replacement paintings.
8. Royston Arts Society will be helping the Town Hall to make payments to artists who have sold work. These payments should be made before end August 2018.
9. A copy of your entry form will be given to the Curator of the Royston Museum and Art Gallery; the information on this form will be used solely for the purpose of organising this exhibition. Your paintings may also be photographed for use by Royston Museum and by Royston Arts Society to market the exhibition.
10. Packaging for your pictures may be left at the museum until you pick the paintings up. Please label the packaging with your name and phone number.