

ROYSTON ARTS SOCIETY
ANNUAL EXHIBITION 29th – 30th SEPTEMBER 2018
MEMBERS ENTRY FORM

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

NAME:	
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 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 31st August 2018** - late entries will **not** be accepted under **any** circumstances. The Catalogue will be compiled from the information given on these forms, so please ensure that everything is clear and correct. No changes can be made once your form has been received. **Please also read and retain the Terms and Conditions on Page 4.**

FRAMED PAINTINGS

RAS Members can enter up to **FOUR** framed paintings (includes unframed canvasses) for hanging in the exhibition, 20% commission will be charged on all sales. 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 fitted with **D rings (no screw eyes)** and **taut picture cord or wire (not cotton string)**. *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 31st August 2018 then we will refuse to accept any further entries for framed paintings. RAS Members will be contacted by email if this occurs.

The 2018 Arts Festival theme is “Voyages of Discovery” so we are running a competition for the best “Voyages of Discovery” painting. If you would like to enter ONE framed painting into this competition then tick the “VoD” box so we know which one. There is a prize for the winner and a higher likelihood of selling!!

Please indicate the medium used as follows: **O** = Oil, **W** = Watercolour/Gouache, **A** = Acrylic, **D** = Drawing, **P** = Pastel (chalk or oil), **MM** = Mixed Media, **DI** = Digital

ADMIN ONLY		ARTIST COMPLETE THIS SECTION				ADMIN ONLY
CAT NO	IN	VoD	TITLE	MEDIUM	PRICE	BUYER'S DETAILS

UNFRAMED PAINTINGS

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

NAME _____ Tel. No _____

RAS Members may submit up to **FIVE** 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 **Name & Contact** details of the artist plus the **Title, Medium & Price** (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	<i>BUYER'S DETAILS</i>

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

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

ROYSTON ARTS SOCIETY - HELPERS FORM 2018

**Helpers are required on the following dates:
Thurs 27th, Fri 28th, Sat 29th, Sun 30th SEPTEMBER 2018**

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

Email:.....

Distributing posters in early September; where? _____

How many posters required? _____ **A4** _____ **A5**

Please tick below

Erecting Screens (involves carrying & lifting)	Thursday	3.30 – 5.30pm	_____
Checking in Paintings	Thursday	5.30 – 7.30pm	_____
Moving pictures	Thursday	5.30 – 7.30pm	_____
Hanging pictures and setting up	Friday	10.00am - 3pm	_____
Serving refreshments	Friday	7.30 – 10pm	_____
	Saturday	9.45am - 1.30pm	_____
	“	1.30 - 5.00pm	_____
	Sunday	9.45am - 1.30pm	_____
“	1.30 - 5.00pm	_____	
Front Desk & Catalogue Sales	Friday	7.30 - 10pm	_____
	Saturday	9.30am - 1.30pm	_____
	“	1.30 - 5pm	_____
	Sunday	9.30am - 1.30pm	_____
“	1.30 - 5pm	_____	
Sales Desk/Stewarding	Friday	7.30 – 10pm	_____
	Saturday	9.30am – 1.30pm	_____
	“	1.30 – 5pm	_____
	Sunday	9.30am – 1.30pm	_____
“	1.30 – 5pm	_____	
Card & Raffle Ticket Sales	Friday	7.30 - 10pm	_____
	Saturday	9.30am - 1.30pm	_____
	“	1.30 - 5pm	_____
	Sunday	9.30am - 1.30pm	_____
“	1.30 – 5pm	_____	
Checking out and clearing up	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 27th, Friday 28th or Saturday 29th 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

TERMS & CONDITIONS of ENTRY

The RAS Autumn Exhibition takes place at Royston Town Hall. If you would like to exhibit with us this year please complete the entry forms and the helpers' form and return them to the RAS Chairman.

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

**Entries to be received no later than
FRIDAY 31st August 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. 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 27th September 2018
Strictly between 5.30pm – 7.30pm
to Royston Town Hall, Melbourn St, Royston SG8 7DA**

The preview is on **Friday 28nd September 2018 from 8.00 – 10pm**, RAS Members are welcome to bring along friends and family.

Please note the following points:

1. **RAS Members may submit up to four framed paintings; including unframed canvasses.** Each exhibit 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 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 picture cord or wire (not cotton string).** *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. **RAS Members may submit up to five unframed paintings.** 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.** 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, 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 & 6.15pm
on SUNDAY 30th September 2018**

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.