

Roehampton Club Art Group

Art Exhibition and Sale 2022

8th to 18th November



Submission Instructions

Entry form and payment deadline 5pm Friday 14th October

Members of the Art Group should obtain an entry form from under the Art Group noticeboard in Reception, from the Art Studio or download one from the Art Group pages of the Members' website at www.roehamptonclub.co.uk/articles/annual-art-exhibition

Complete and sign the entry form and hand to the team at Reception with payment of the entry fee – £5 per person – by **5pm Friday 14th October**.

Cost per Art Group member

The fee of £5 per Art Group member covers all the artwork which they chose to enter into the exhibition.

What you can enter

- a maximum of three paintings or drawings, with the correct frame and fixings*
- and/or a maximum of five sculptures, ceramics or pieces of textile art
- and/or a maximum of three mounted unframed pictures in the browser

Are your entries for sale?

You can decide whether any of your entries are for sale and at what price. You let us know when you complete your entry form. You can decide that non are for sale.

Guidance to include an image in the Exhibition Catalogue

If you would like a photo of one of your entries to be considered for inclusion in the exhibition catalogue:

- take a jpeg photo of the artwork unframed, square on, in good light, filling the screen;
- give the image a name in the form: ArtistsFirstNameLast.jpg
- attach it to an email, including the title of the painting, and send it to:
artgroup@roehamptonclub.co.uk

Your email with the image must also be received by 5pm on Friday 14th October.

*Guidance for preparing paintings and drawings:

- Paintings and drawings need to have a robust frame
- Clip frames and frames with a central hanger will not be accepted.
- The artwork should have a sufficiently strong cord or wire stretched tightly between eyes 1/3 way down the back of the frame so that it can be hung on a hook
- Any box canvases need not be framed if the sides are painted nicely.
- Art works in the browser should have a card back and cellophane sleeve.
- All works must be labelled with the title of the artwork, the medium and the name of the artist; the telephone number of the artist and the price should be added if it is for sale.
- The information on the Entry Form and the label will be included in the exhibition catalogue

All decisions on exhibiting and hanging are the sole discretion of the Exhibition Committee.

Take in of exhibits

Entries should be brought to the Fountain Room on **Sunday 6th November, between 5pm and 7pm** where framing, fixings, labelling and the entry form can be reviewed.

Neither Roehampton Club nor the Art Group are responsible for any loss or damage to any of the exhibits.

Sales

A prospective buyer will be invited to do one of two things:

1. Either phone the artist directly on the telephone number provided in the catalogue and on the artwork label to discuss and agree a sale directly
2. Or fill in a form in the exhibition area providing their name and telephone number and inviting the artist to phone them to discuss and agree a sale directly. In this case one of the exhibition organisers will contact the artist on the telephone number provided on the entry form to inform them of the interest in their artwork details.

Following a sale the artist should obtain a red spot from main Reception, attach it the artwork which has been sold and mark it sold in the master catalogue at reception.

Artists should arrange to collect the sale proceeds and the collection or delivery of the artwork directly with the purchaser.

Neither Roehampton Club nor the Exhibition or Art Committees are responsible for or involved in these arrangements and payments.

Works sold should remain on display for the duration of the exhibition.

Collection

Entries should be collected from the Fountain Room **on Sunday the 20th November between 2 and 5pm**

Artists are requested to collect all their works both sold and unsold. Any artist unable to collect at this time should authorise someone to do this on their behalf in writing.

Vote for favourite exhibit

Visitors to the exhibition will be invited to vote for their three favourite entries.

The winner will be displayed in the club for up to a month after the exhibition closes to celebrate the exhibition and promote the Art Group.

The Artists who entered the top ten favourite exhibits will be invited to display them in an exhibition in the Reading Room in October 2023 to promote that year's exhibition.