

ROEHAMPTON CLUB ART GROUP ART EXHIBITION AND SALE 2024



ENTRY INSTRUCTION FORM

Note - Only members of the Art Group may enter the Art Exhibition and Sale 2024.

How To Enter:

- Please obtain a copy of the 2024 Entry Form from either under the Art Group noticeboard in Reception, the Art Studio, or download a copy from the Art Group pages of the Club members' website at: www.roehamptonclub.co.uk/articles/annual-art-exhibition;
- Hand the signed and completed Entry Form to Reception by **5pm, Friday 11th October** and;
- Pay a fee of £5 per person entering artwork at Reception by debit or credit card; the receipt will be attached to your Entry Form and kept at Reception.

How Many Artworks Can Be Entered:

- a maximum of three framed artworks (which are to be hung); and/or
- a maximum of five sculptures, ceramics or pieces of textile art; and/or
- a maximum of five unframed paintings or drawings for the Hopper.

Sale Of Artworks:

- You can decide whether any of your entries are for sale or not;
- Indicate your intentions and any price on the Entry Form;
- If the artwork is for sale, the price and your contact details should be included on the label on the back.

Frame And Fixing Requirements for all hung Paintings and Drawings:

- The artwork including frame, should be no larger than 80cm x 80cm;
- Paintings / drawings should not be copies of famous artworks;
- Ideally there should be no duplicates of paintings / drawings of images provided by tutors in class;
- Artwork should have a robust frame, which we believe can be hung safely for two weeks;
- Box canvases do not need to be framed provided the sides are painted neatly;
- Artwork should have a strong cord or wire stretched tightly between eyes between 3 inches and a third of the way down the back of the frame so that we believe it can be hung safely for two weeks;
- Each Artwork for the Hopper should be placed in an individual clear cellophane sleeve;
- All artwork must have a label on the back showing the title, medium and name of the artist;
- Clip frames, and frames with a central hanger will not be accepted;
- If any artwork is not presented with the correct fixings, a member of the hanging team may offer to assist correcting them, if the materials and time are available.

Exhibition Catalogue:

- A catalogue will be produced listing the artwork entered and hung in the exhibition using the information on your Entry Form. Your contact details will only be included if you have offered an artwork for sale.

Inclusion of an Image of your artwork in the Exhibition Catalogue:

If you would like an image of one of your entries to be considered for inclusion in the catalogue:

- take a jpeg photo of the artwork unframed, square on, in good light, filling the screen with no border;
- give the image a name in the form of your name followed by its number on your Entry Form -
 - *ArtistsFirstandLastName.Number.jpg*
- attach the image to an email, including your name, the medium and the title of the painting, and send it to: artexhibition@roehamptonclub.co.uk.
- Your email with the image must be received by 5pm on Friday 18th October.

Take In of Artwork:

- All entries should be brought to the Fountain Room on **Sunday 10th November, between 5 and 7pm** where we will review framing, fixings, labelling and your Entry Form with you;
- If you are not able to deliver your artworks at this time, you should authorise someone to do this on your behalf in writing.

Decisions And Responsibility:

- All decisions on exhibiting and hanging are the sole discretion of the Art Group;
- Neither the Club nor the Art Group are responsible for any loss or damage to artworks, for the storage of any item before or after the exhibition, or for any part of a sale process.

Sales:

- If you have offered one of your entries for sale and someone wishes to buy it, they are invited to contact you directly on the telephone number which you have provided on your Entry Form, on the label on the back of your artwork and which is included in the catalogue;
- Any sale has to be agreed directly between yourself and the buyer. Neither the Club nor the Art Group will be involved in, or responsible for any sale arrangements or payments;
- Following a sale you should obtain a red spot from Reception, attach it to the frame of the artwork which has been sold, and mark it as sold in the master catalogue at Reception. You should not ask Reception to do this for you;
- Works sold should remain on display for the duration of the exhibition;
- You should collect the artwork at the end of the exhibition and arrange with the buyer to hand it to them. You should not ask Reception to do this for you.

Collection:

- All artworks, both sold and unsold, should be collected from the Fountain Room **on Sunday 24th November between 3 and 5pm**. If you are not able to collect your artworks at this time you should authorise someone to do this on your behalf in writing;
- The only exceptions are those artworks which the artist has agreed are to be hung in the Reading Room for four weeks; these should be collected on Sunday the 1st December.