

# Exhibiting with MKSA



*A guide for members*



# Entry Forms

When an exhibition is due, an Entry Form will be issued with the MKSA Newsletter (Goes out by email on or just before 1st of each month).

As long as you are a paid-up member 7 days before the entry deadline, you can enter paintings for the exhibition.

Complete the form and send it to the Exhibition Secretary, along with payment for hanging fees. Keep a copy for your reference.

We don't have a selection process, but if there are more entries than we have hanging spaces, some paintings may not get into the exhibition - we try to do this as fairly as possible, usually on a last in, first out principle - so get your entry forms in early!

## Things to avoid:

Nudes, violent scenes

Giclee prints, computer-generated images, photographs, 3D work

Any painting bigger than 76 cm (If the exhibition space allows for larger works you will be told)

Cheap and flimsy frames that can fall to bits or can damage the walls of the exhibition space

Clip frames

*Please read the rules that come with the Entry Form!*

# Preparing your Painting

So you have finished your masterpiece and the exhibition hand-in is looming.

## Things to do:

**Think of a title.** Not “Untitled” please. And if you have several similar works, not “Landscape 1”, “Landscape 2” etc. A nice unique, fairly short title that makes your painting easy to identify.

Have pity on the bloke who is going to generate all the MKSA labels for the paintings. If you’ve done a landscape of Llanfairpwllgwyngyllgogerychwyrndrobwlllantysiliogogoch just call it “Wales on a Wet Day”.

**Labelling.** Make sure there is a clearly-written label firmly fixed to the back of your painting showing your name, the painting title, the medium and the price. A bit of scribble on the back of the frame isn’t good enough! This is in case the official MKSA label falls off and gets lost.

Check with the Rules of Entry that you are not charging less than the minimum price.

**Hanging Gear.** Please ensure your framed painting has a good strong, taut hanging cord fixed to D-rings, about one-third of the way down from the top. For safety reasons we have to reject any entries with the wrong hanging gear.



# Framed versus unframed

Not all framed paintings have a frame.

A visible frame, that is.

Stretched canvas is on a wooden frame which is not visible from the front - but **a painting on stretched canvas still counts as a framed work.**

Unframed works have no frame whatsoever - so they are on paper, canvas board, etc. These works need to be given a surrounding mount and then wrapped in cellophane, with a label on the back showing your name, the painting title, the medium and the price.

Unframed paintings are often referred to as Portfolio Works or Browser Works. At the exhibition they are placed in wooden browsers.



# Handing in

Handing in day has arrived. Don't panic!

## Things to do:

**Arrive on time.** The Entry Form tells you what venue to go to and when to arrive - typically there is a half-hour handing in slot.

Please don't arrive early (you'll get in the way), don't arrive late (the hanging team will trip over you) and please, once you've handed in your works (and collected any unsold ones from the previous exhibition), don't hang around. This isn't meant to sound unsociable, it's just that the hanging team will be bustling about with heavy paintings and step ladders and we don't want any accidents to happen.

**Checking in.** The first thing to do is report to the kindly soul manning the checking-in table, to ensure that the paintings you've brought match what's on the entry list. We don't want you sneaking in a Jackson Pollock look-alike when you've promised us the Mona Lisa.

**Collect your labels.** On a nearby table there will be little brown envelopes. Sadly not stuffed with cash - just the official MKSA labels for the front of your paintings.

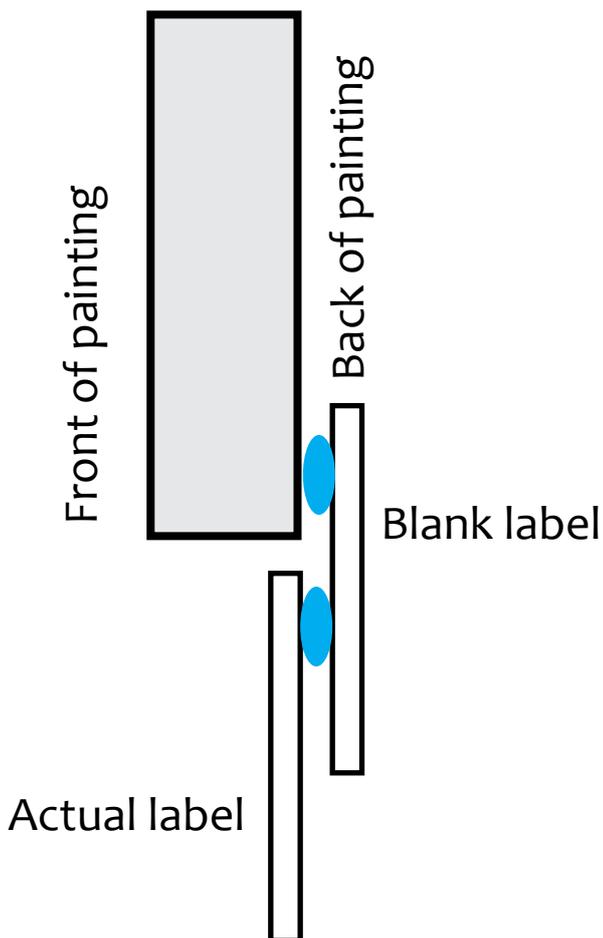
Remove the labels and return the envelope please!

**Fix your labels.** Yet another table will have supplies of Blu-Tak on it for you to attach your labels.

For framed works, the label goes at the **BOTTOM RIGHT**:

A good blob of Blu-Tak at each corner, please, so it's nice and secure.

If you don't want the Blu-Tak to damage your surface, fasten a spare label (there are always some spares hanging around) to the bottom right of the frame at the back, then attach the real label to the front of the spare one:



For unframed works, the label goes TOP RIGHT:



**Hand it over!** Pop your unframed stuff straight into a nearby browser.

Towards the back of the room you will see a demented-looking woman with a camera. Please deliver your framed works, once labelled, to her so she can photograph them for the exhibition catalogue.

(This routine may vary for a short exhibition, where we don't have a catalogue.)

# *And Relax....*

Go home and wait for the money to roll in from your painting sales....

There will be commission, usually 20% - part of this goes to whoever is hosting the venue and part goes to MKSA.