

DBAC Exhibition Saturday 11 May 2024

Summary of what Club members need to know and do

Publicity and promotion

Posters

- Take A4 posters for display
- Note on the list where you have put on display
- Let Ingrid know if more need to be printed or make photocopies on the HP printer at the club from the last one

Flyers

We've printed a stack of A5 flyers for club members to distribute

- Each member is asked to distribute at least 10 – in your street, to friends and family, at a local venue.
- Help us to get more people, and more new people, to see our work on display

Exhibitor information

Exhibition forms

There are two forms (emailed out **during April and on website**):

1. Original paintings, Browser (both original work and prints), textiles and photographs for hanging
2. Craft table

A few printed copies will be in the Club for those who do not have a printer at home.

Labels for attaching to work are at the Club (please use framing tape or similar not masking tape for labels as the ones attached with masking tape have been falling off).

- All work for hanging must be suitably framed, labelled, and ready for hanging (see separate instructions on Exhibition Table)
- All work for the browser must be suitably mounted, labelled and wrapped in cellophane

Submission: by 7pm Friday 3rd May

Submit your form(s) together with your hanging or table fee to the Secretary. Please leave your forms in the **Secretary** hanging folder in the filing cabinet in the extension. If this is not possible, forms can be posted to Dalgety Bay Art Club, Moray Way North, Dalgety Bay KY11 9NH – If posting ensure you post in plenty time for it to arrive at Art Club for 3rd May, please note there is also a post box now attached to the outside of the Art Club which you can make use of if Art Club Shut.

Hanging and table fees

- £5 for up to 4 pieces of work for hanging
- £10 for between 5 & 8 pieces of work for hanging
- £5 for a craft table

Please note browser is complimentary when entering any other category (hanging or craft)

Delivery of work to; Forthview Parish Church Hall – Dalgety, Regents Way KY11 9UY on **Friday 10 May between 5pm and 6.30pm Collection** (unsold work) **between 4pm and 4.30pm on Saturday 11 May.**

Help running the exhibition

There are many things to be done for our exhibition to be successful.

From setting up the display boards to supporting one of the Exhibition teams (either on the Welcome desk, in the tea room or in the main hall). Please sign up at the Club, the Exhibition Table has the Rotas for the Tea Room and Welcome Desk. If you haven't been involved in a previous Exhibition have a chat with your Session Leader who will be able to advise which area may suit you best to volunteer and will put you in touch with the Team Lead for that area.