

DALGETY BAY ART CLUB EXHIBITION – 11th May 2024

Forthview Parish Church - Dalgety, Regents Way KY11 9UY

EXHIBITION INFORMATION

CRAFT TABLES

Who can submit work?

Exhibitors must be fully paid-up club members. **All exhibits must be member's own work.**

How do I enter?

*Completed forms can be left at the Clubhouse in the **SECRETARYS** folder in the filing cabinet along with your overall exhibition entry fee of **£5** by 7pm on Friday 3rd May latest. If you would prefer to post your entry, it needs to be at the following address by Friday 3rd of May **LATEST** to ensure your booking, so please post in plenty of time. Address to send to: Dalgety Bay Art Club, Moray Way North, Dalgety Bay KY11 9NH.*

Please note: we do not now require you to let us have a detailed list of your exhibits at time of entering Exhibition.

When and where do I submit my work?

Deliver exhibits to the **Church Hall** (not the Art Club) between **5:30pm and 6:45pm** on **FRIDAY 10th May** and set up on allocated table.

After the Exhibition?

1. Complete the 'Summary of Sales' boxes on the entry form (*this will be handed back to you on the Friday eve*) at the close of the exhibition, sign and return it to the Treasurer together with the 10% in cash of the total sales.
2. Any sale made using the Club Card Reader via the Sales Desk will be reimbursed following the event.
3. All unsold items must be packed and collected between 4.00pm and 4.30pm on the day of the exhibition.

PLEASE BE AWARE OF THE FOLLOWING

Craft exhibitors are responsible for their own table, exhibits and takings.

- a) Craftwork prices :-
Displaying prices is the responsibility of the exhibitor. Prices can be changed during the exhibition at the exhibitor's discretion.
Exhibitors are responsible for their own takings. Please ensure you have a safe place to store your cash.
Cheques must be made payable to the exhibitor (not the Club).
- b) Card Reader Payments – Min £10.
Please complete a 'coloured' form for purchases made via Club Card Reader at Exhibition Sales Desk. You will be supplied with these forms on the Saturday.
- c) A place card will be given to identify your table and work.
If space is limited, we would appreciate duplicate items to be stored under the table and set out as space becomes available.
During the exhibition, the continuous manning of his/her exhibition space is the exhibitor's responsibility.