



## **DBAC Exhibition - Summary of Club Members' duties and information**

### **Publicity & Promotion Posters:**

Take A4 Posters for display within the local community – list of these premises is on the form, initial list against the premises where you will deliver the poster.

### **Exhibition Information:**

**DBAC Exhibition Entry Forms** – For original paintings, prints, and browser, textiles, and photographs for hanging.

**DBAC Exhibition Entry Form – Art/Craft Table** – Both forms can be found in the club and on the website [www.dalgetybayartclub.com](http://www.dalgetybayartclub.com)

- Framing Tape (not masking tape), suitably framed, labelled, and ready for hanging (see framing instructions)
- Browser entries should be mounted, labelled, and wrapped in cellophane (Browsers are complimentary when entering any other category (hanging or craft))

### **Submission – Friday @ 19:00 HRS – 2 weeks before exhibition**

- Completed Forms, with fee should be put in an envelope (provided) and placed in the designated basket on the Exhibition wall at the club.
- Alternatively, they can be posted to “Dalgety Bay Art Club, Moray Way North, Dalgety Bay, KY11 9NH, ensuring it arrives at least 2 weeks before the exhibition.
- The art club also has a post box to the right of the main door.

### **Hanging & Table Fees:**

- £5.00 for up to 4 pieces of work for hanging
- £10.00 for 5 to 8 Pieces of work for hanging
- £5.00 for craft table
- Commission of 15% will be automatically taken from any hanging or browser sold works
- A commission of 15% will be charged for all craft table sales, payable at end of exhibition.

### **Payment can/will be made by cheque, cash or bank transfer:**

**Bank:** Royal Bank of Scotland  
**Account:** Dalgety Bay Art Club  
**Sort Code:** 83-29-01  
**Account No:** 00140831  
**Reference:** Your surname followed by the letters EX

**Delivery of Work** – Forthview Parish Church Hall – Dalgety Bay, Regents Way, KY11 9UY Friday between 17:00 and 18:30 HRS

**Collection** - (Unsold work) between 16:00 and 16:30 on Saturday (day of exhibition)