**DALGETY BAY ART CLUB EXHIBITION – 9 NOVEMBER 2019**

**Dalgety Parish Church Hall, Dalgety Bay**

**Exhibition Entry Information**

**HANGING PAINTINGS, PHOTOGRAPHS & TEXTILES**

**Who can submit work?**

Exhibitors must be fully paid up club members. All exhibits must be the member’s own work.

**How do I enter?**

Completed entry form(s) to be handed into the clubhouse for the attention of the Treasurer,

or by post to:

Dorothy Turvey, 16 The Woodland’s, Rosyth, Fife, KY11 2JD, along with the overall

exhibition entry fee of **£5.00** by **TUESDAY 5 NOVEMBER 2019.**

* Price your entries using multiples of £5 for ease of processing.
* Remember to collect picture labels for attaching to entries.
* Please ensure the details you enter on the labels are the same as on your entry form.
* Maximum number of entries per member = 8. *(Please list in exhibiting order in case there*

*is a large demand for space).*

* Please state which task / duty you have signed up for, unless there is an agreement in place not to.

**Exhibitors are expected to do at least one duty during exhibition.**

**When do I submit my work?**

* Deliver exhibits to the **Church Hall** *(not the Art Club*) between **5:30pm and 6:45pm** on **FRIDAY 8 NOVEMBER 2019.** Entries will be checked off against entry form. Any not listed will be rejected.

 **After the Exhibition?**

Unsold entries **must** be collected from the Church Hall between **5:15pm and 5:30pm** on the Exhibition day.

**How should my work be presented**? – **PLEASE SEE FRAMING STANDARD RULES**

**Sale of work – please note the following**.

* The Club takes 10% commission on all sales. Payment to members will normally be made within 14 days.
* Prices cannot be altered after the forms have been submitted to the Treasurer.
* Pictures exhibited in any previous Dalgety Bay Art Club Exhibitions cannot be submitted again.
* The Committee reserves the right to reject any picture on grounds of poor framing or offensive subject matter.

**All items are exhibited at ‘Owner’s risk’**

**Picture Framing Standards**

1. All work should be ready for immediate hanging or display.
2. Clip fastenings of any type are **NOT** suitable for hanging on our exhibition boards.
3. All framing, including hanging rings and cord, should be secure.
4. The preferred hanging ring is the **‘D’ ring’**. Hanging **‘D’ rings**’ should be placed approx. 1/3rd of the way down the back of the frame and strung with **cord** and covered with bubble wrap or similar to avoid damage to other pictures.
5. The cord should not be so long that when hung it is visible over the top of the picture (Unframed textiles are exempt from this rule). This is to assist the Hanging Committee when hanging members’ work.
6. If using a photo frame please remove the ‘stand’ element from the backing board and reverse the backing board to give a clean finish.
7. Frames with GLASS - The backs of such frames must be sealed with brown framing tape. Masking tape or parcel tape is **NOT** acceptable. Sealing the frame keeps dust out! For framed work with no glass, e.g. acrylic on canvas, sealing the back gives a neater finish.
8. Canvasses must be framed or have neat painted edges. Nails / staples must not be visible.
9. All pictures must have the Club picture label fixed with tape to the centre bottom of the picture, giving details of title, medium, artist and price (or not for sale).

D-rings’ and cord can be purchased from the Club’s wee shop. Framing tape is also available from the Club’s Wee Shop as well as the SAA Catalogue and various Art centres.

The Committee (Receiving and Hanging teams) reserves the right to reject any picture on grounds of poor framing.

**DALGETY BAY ART CLUB EXHIBITION - NOVEMBER 2019**

**ENTRY FORM FOR HANGING PAINTINGS (NOT PRINTS), PHOTOGRAPHS AND TEXTILES**

**Name…………………………… Address……………………………………………….. Contact No……………………….**

**Duty(s) / Task (s) signed up for - …………………………………...……………………………………**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Club** | **To be completed by member** |  |  | **Club Use Only** |
| **use** | **Picture Title** | **Please enter ‘Y’ if this entry is a Photograph** | **Price****£** |  |
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| **8** |  |  |  |  |
|  |  **Member’s signature:** |  **Date:** |

**Dalgety Bay Art Club**

**Exhibition November 2019**

**VOLUNTEERS WANTED!!**

Our Exhibitions are only possible with the help of volunteers to carry out the many tasks / duties required and so we are asking you to give us a bit of your time.

**Exhibitors are expected to do at least one duty during exhibition.**

If you have already signed up for a task, you can rest easy for now 😊!!

|  |  |  |  |
| --- | --- | --- | --- |
| **Task / Duty** | **What’s involved?** | **Saturday 9th November** | **Name (s)**  |
| **YELLOW STREET SIGNS****2 PEOPLE req’d** | 1 car required.Location plan is provided.  | **8am** – Put out signs**5pm approx**. collect back in.  |  |
| **EXHIBITION BANNER and Exhibition / Tea room signs****2 PEOPLE req’d** | Place outside Church before Exhibition and bring back in to hall at end of exhibition. | **9 – 9:30am –**Put out**5pm approx**.- collect back in. |  |
| **Sales Assistants**Full guidance will be given on the day 😊 | **Sales Assistants** are required to ***help*** the Sales Desk.It’s a lovely way to meet folks and you do not have to deal with the monies!! Liaise with buyer and put ‘the’ RED dot on the chosen picture label. Get buyers details (we have forms!), ask how they wish to pay and take buyer and sales form to Sales Desk, who will deal with payment and confirm collection time. | **10am – 12 noon****2 PEOPLE req’d****-----------------------****12 noon – 2pm****2 PEOPLE req’d****-----------------------****2pm – 5pm****2 PEOPLE req’d** | **-----------------------****-----------------------** |
|  | **Additional Sales Assistants** required to hand over sold picture to buyer on receipt of sales slip and check Sales List | **4pm – 4:30pm****2 PEOPLE req’d** |  |

Contact Barbara 07889 641562 / barbarabwade@btinternet.com