

# ANNUAL EXHIBITION – 2nd, 3rd & 4th of August 2024

## Rules & Regulations



Members are invited to enter work to the Annual Exhibition. Please read these rules and regulations thoroughly before completing the Entry Form on Page 3.

### Exhibition Venue:

United Reformed Church,  
Harestone Hill,  
Caterham CR3 6SX

### Key Dates:

1st July (Monday)	Completed Entry Forms must be returned to Nicole Morigan (details below)
1st August (Thursday)	Handing in Artwork between 12pm and 2pm at the URC
2nd August (Friday)	Exhibition Starts. Open 10am to 5pm
3rd August (Saturday)	Exhibition Open 10am to 5pm
4th August (Sunday)	Exhibition Final Day. Open 11am to 4pm
4th August (Sunday)	Collection of unsold Artwork 5pm to 5.30pm

We cannot accept any changes to your submissions after the closing date. Submissions received after this date will not be accepted. Please make a copy of your Entry Form for your own records.

All work must be original, i.e. not copied from any other artist/source. Works submitted for hanging must have been executed within the previous five years, and not previously exhibited in the Main Exhibition.

### PAINTINGS – hung on large display boards

- You can submit up to SIX PAINTINGS (of which only TWO not for sale (NFS) are allowed).
- Watercolour paintings must be framed.
- Oil/acrylic paintings on board must be framed.
- Box canvases need not be framed but must have clean and tidy edges and not be paint splattered.
- A painting of a size where any side is over 28"/70cm is regarded as a large painting and counts as **two** paintings. Maximum size allowed on any side is 40"/1m.
- Paintings must be priced no less than £35.
- Paintings must have a label stuck firmly on the back with artist's name, title of work, medium, and price or NFS (not for sale). These details must exactly match your entry form.
- D-rings must be used on Framed-Pictures/Canvases and should be fitted at least 3" down from the top of the frame. Pictures must be tightly strung.



### SMALL UNFRAMED PAINTINGS - displayed on special stands

- You can submit up to FOUR unframed 8"x 8" (or smaller) paintings.

- Must be protected in cellophane or plastic, with artist's name, medium, on the back.
- There must also be a price on the front to avoid too much handling.
- Paintings must be not thicker than 2cms and priced at no less than £15.

#### **PAINTINGS – held in Browsers**

- You can submit up to FOUR unframed paintings or prints of your original artwork in the browsers. These paintings should be water-based media, pastels or oil paintings on boards (no canvases).
- All browser paintings must be wrapped in cellophane and be labelled on the front with the artist's name, title, medium and price.

#### **CARDS**

- Cards may only be reproductions of your original artwork and the maximum number permitted will be 30.
- At handing-in time these must be presented in an envelope with your name on the outside, stating the total number of cards contained. If your cards have varying prices, you must include a list showing the number you are submitting at each price.
- Cards will be counted at handing in and you will be required to sign to agree the number submitted.
- Each card must be displayed in a new plastic cover. On the back of each card clear labelling with its price and the artist's name (otherwise we can't pay you!). Please price your cards in multiples of 50p (i.e. £1:00, £1:50, £2:00, £2:50, etc).

#### **SCULPTURES**

- Sculptures should be of a moderate size as space for displaying them is limited.
- All sculptures should be labelled with a stuck-on label or tied on tag displaying the artist's name, medium used and price.
- Unsold sculptures will be collected from a designated table at the end of the exhibition.

#### **COLLECTION OF UNSOLD ARTWORKS**

Unsold artworks should be collected between 5.00pm and 5.30pm on Sunday 4<sup>th</sup> August. If you are unable to collect your work, please arrange for someone to collect it on your behalf. The exhibition will close at 4.00pm to give the committee and invited helpers time to take down the artwork ready for collection. For safety, only those delegated to help will be allowed in the hall during this period.

#### **HANGING/DISPLAY FEES**

There is a sliding scale of hanging/display fees based on the artwork size and type (see Entry Form for details). Please ensure you fill in the correct fees and calculate the correct total to pay at time of submitting your Entry Form.

#### **COMMISSION**

Commission is 20% on all picture and sculpture sales. Commission on card sales is 10%.

#### **PAYMENTS TO MEMBERS**

The treasurer will send out cheques as soon as possible after the exhibition closes. If anyone would prefer to be paid by BACS please contact Amita Patel with your bank details on the following email: [secretary@caterhamartgroup.org.uk](mailto:secretary@caterhamartgroup.org.uk)

#### **INSURANCE**

The committee accepts no responsibility whatsoever for members' work during the hanging or duration of the exhibition. Members are advised to arrange their own insurance.

**CLOSING DATE FOR SUBMISSIONS is Monday 1st JULY**

# Caterham Art Group ANNUAL EXHIBITION – 2nd, 3rd & 4th of August 2024

## ENTRY FORM

Please note: Caterham Art Group reserves the right to refuse submissions that do not comply with the regulations.

<b>Name:</b>	<b>Email:</b>	
<b>Address:</b>	<b>Tel.</b>	
	<b>Mobile</b>	

### FRAMED PICTURES/CANVASES

No	Title Note: Maximum of Six (only Two Not for Sale). Artist's Name, Title, Medium & Price on the back. Minimum selling price should be £35	Medium	Selling Price (Minimum £35)	Size (S/ M/L) See note	Hanging Fee S=£3 each M=£4 each L=£8 each
1					
2					
3					
4					
5					
6					
<b>TOTAL HANGING FEE</b>					£

**Note: Picture Sizes - Small** 9" or less on both edges. **Medium** between 9" & 28" on longest edge. **Large** over 28" on either edge

### UNFRAMED PICTURES/ PRINTS FOR BROWSER

No	Title Note: Maximum of Four. Artist's Name, Title, Medium & Price on the front. Protected in cellophane/plastic. Minimum selling price should be £15	Medium	Selling Price (Min £15)	Display Fee £2 each
1				
2				
3				
4				
<b>TOTAL DISPLAY FEE</b>				£

## SCULPTURES

No	Title Note: Maximum of Three. Moderate Size. Artist's Name, Title, Medium & Price labelled/tagged	Medium	Selling Price	Display Fee £3 each
1				
2				
3				
TOTAL SCULPTURE FEE				£

## CARDS

Note: Maximum of Thirty. (£1 per 30 or less cards). Artist's Name & Price on the back. Priced in multiples of 50p. Each card protected in cellophane/plastic	Number submitted	Display Fee £1

## PAYMENT

Your payment method (choose only one)		TOTAL FEES	£
<input type="checkbox"/>	<b>ONLINE BANKING</b> Caterham Art Group Account number: 11187247 Sort code: 60-04-35 Reference: Your initial & surname & Exhibit (e.g. JPageExhibit)		
<input type="checkbox"/>	<b>CHEQUE</b> Please make cheques payable to <b>Caterham Art Group</b> (please do not staple the cheque to your entry form)		

Signed:

Date:

- We would like to use photographs of the exhibition and your works to publicise Caterham Art Group, both online and in print. Please tick this box if you **DO NOT** give your consent for this.

**Please return this form by post OR email by Monday 1st July with your payment - cheque or confirmation of online banking by ticking the box above to:**

Nicole Morrigan, Rose Cottage, Waller Lane, Caterham, Surrey CR3 5EA

email: [activities@caterhamartgroup.org.uk](mailto:activities@caterhamartgroup.org.uk)

Telephone 07595 299304

**PLEASE ONLY RETURN THE FILLED OUT FORMS, NOT THE RULES PAGES!**

# Caterham Art Group ANNUAL EXHIBITION – 2nd, 3rd & 4th of August 2024

## SHIFT FORM

<b>Name:</b>	
<b>Email Address:</b>	<b>Tel.:</b>

We can only run the exhibition with YOUR help. In addition to stewarding, we need assistance with setting up the hall and carrying, sorting and hanging the paintings. We also need help from some ABLE PEOPLE to move, unbox and set up the display boards. Volunteers for this particular job from you or your friends or families would be very welcome. Please could you **TICK ALL THE TIMES** you would be available, so that we can work out a fair rota:

<b>Thursday 1st August – 9.30am to 12.00pm</b>	
<b>Hall Set Up - Vital help required, a team of able people needed to help move and erect the display boards. WITHOUT THESE PEOPLE THE EXHIBITION CANNOT EVEN TAKE PLACE!</b>	
I can help move and erect the display boards	
I can bring an extra volunteer to help with the display boards	
<b>Thursday 1st August 12.00pm to 2.00pm Handing In</b>	
Handing In Artworks	
Checking in Cards and displaying them	
<b>Hanging Artwork from 2.00pm to 4.30pm</b>	
Car Park management	
<b>Sunday 4th August – 4.30pm to 5.30pm Pack Up - we require able people to help take down and pack the display boards once the exhibition has finished.</b>	
I can help take down pictures ready for collection	
I can help take down the display boards and pack them	
I can help clear up after the exhibition	

**During the exhibition we need exhibitors and Club members to help staff the exhibition. You may be required to do more than one shift. Please tick the boxes below for the times you are available to help.**

STEWARDING/SALES DESK					
<b>Fri 2<sup>nd</sup> Aug</b>	10am - 12.30pm		12.30pm - 2.45pm		2.45pm – 5pm
<b>Sat 3<sup>rd</sup> Aug</b>	10am - 12.30pm		12.30pm - 2.45pm		2.45pm – 5pm

<b>Sun 4<sup>th</sup> Aug</b>	11am – 1.30pm		1.30pm – 4pm		
<b>REFRESHMENTS</b>					
<b>Fri 2<sup>nd</sup> Aug</b>	10am - 12.30pm		12.30pm - 2.45pm		2.45pm – 5pm
<b>Sat 3<sup>rd</sup> Aug</b>	10am - 12.30pm		12.30pm - 2.45pm		2.45pm – 5pm
<b>Sun 4<sup>th</sup> Aug</b>	11am – 1.30pm		1.30pm – 4pm		

**Please return this form by post or email by Monday 1st July together with your Entry Form to :**

Nicole Morigan, Rose Cottage, Waller Lane, Caterham, Surrey CR3 5EA  
email: [activities@caterhamartgroup.org.uk](mailto:activities@caterhamartgroup.org.uk) Telephone 07595 299304

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