

Annual Art Exhibition 2018

Southdown Room, Harpenden Public Halls



Dear Artist

Harpenden Arts Club warmly invites you to submit original artwork to the Harpenden Arts Club Annual Art Exhibition to be held at the Harpenden Public Halls from **Thursday 8th to Sunday 11th November 2018**.

We welcome: traditional paintings and drawings, sculpture, pottery, ceramics, digital art and greetings cards. Hand-made prints are also welcome, but not commercially-produced reproductions. All exhibitors must be fully paid-up Club members by the Exhibition date.

As last year, due to the high number and quality of entries, we will restrict the number of large works in the exhibition. Members will be permitted to enter **only one** painting measuring more than **30" (76cm)** maximum at its longest measurement, including the frame. There will be an entry fee of £8 for these larger paintings.

Please note this year we are also limiting the maximum number of greetings cards to 30 rather than 50.

Don't forget you can also submit up to 6 browser works – we encourage you to do this as they are very popular with visitors and always sell well.

The Exhibition will be opened at the **Private View Party at 7 pm on Thursday 8th November** by the Town Mayor, Councillor David Heritage. As usual, wine and other refreshments will be provided. An invitation to this event will be sent to you shortly. We hope that you will be able to join us. In addition, we will be inviting past purchasers and other local people to this wonderful celebration of art.

Remember this is **your Art Exhibition**: please do also invite all your friends and family who are interested in art to come along! We will be sending colourful email invitations to you, which you can forward to potentially interested people for the Public View days. In addition, if you are an exhibiting artist, we will send you invitation cards for the Private View Party for you to give to your guests.

As before, there will be the exciting "Best in Show" public vote, with Artscape vouchers as prizes. Do come and vote for your favourite artworks!

We would also really appreciate help with putting up the display screens on Wednesday 7th November and dismantling them on the Sunday evening. If you are able to assist please contact me, Roy Bentley, on 01582 793869.

For Exhibitors:

Exhibition entry forms to be submitted by Saturday 20th October.

Handing in of artworks and greetings cards: Wednesday 7th November 6.30-8.30pm. Note that this year we will have 2 groups for handing in: **A - L at 6.30pm and M - Z at 7.30pm.**

Don't forget to fill in the Work Labels.

All exhibitors are expected to help with the stewarding for at least one 2 hour slot. You will be able to book your slot when you hand in your artworks.

If you have any queries, please contact me at roybentleyart@btinternet.com, or Peter Brown (pjbrown4242@gmail.com or 01582 793174).

Best wishes

Roy Bentley

Chairman, 01582 793869

Harpenden Arts Club

Rules for Exhibitors at the Annual Exhibition 2018

1. Location

Southdown Room, Harpenden Public Halls, Southdown Road, Harpenden AL5 1PL

2. Number of Works

Members may submit up to six Works for hanging or otherwise exhibiting in the Hall, one of which can be "Not For Sale" and up to six unframed other drawings, paintings or handmade artist's prints that will be put into 'browsers'. All Works must bear a signature visible after framing or mounting.

No submission will be accepted from a member whose subscription is in arrears.

The committee reserves the right to refuse to include any Work if space becomes limited. Should a Work be refused the hanging fee will be repaid.

Only one large Work exceeding 30" including frame can be submitted.

3. Type of Work

All works must be original. We welcome submissions in a wide range of media, including sculpture, ceramics, digital art and handmade artist's prints. **No reproduction prints** please. Works to be hung or displayed must not have been previously exhibited in the Harpenden Arts Club Annual Exhibition.

4. Exhibition Fees for all types of Works

Hung or otherwise displayed Works **£4** each

Unframed drawings, paintings or handmade prints in 'browser' boxes **£2** each

Large Works greater than 30" **£8** each

Please complete the Entry Form and send it by email to the Treasurer, Peter Brown at **pjbrown4242@gmail.com**, and pay the total fees by Bank Transfer (details on the Form) before the closing date of **20th October 2018**. Alternatively, print out the Entry Form, fill it in, and send it with a cheque payable to **Harpenden Arts Club** to cover the total hanging fees to Peter Brown (address details are on the form) to arrive by **20th October**.

Electronic submission is preferred if possible.

5. Hanging of Works

All pictures and Works for hanging must be ready for hanging with cord or wire across the back securely fastened to the frame. The cord or wire should be fairly tight and fixed securely to D-rings placed approximately 1/3 of the height of the picture measured from the top of the frame. To minimise damage to all pictures, please tape over these D-rings. No clip frames please. Works which do not have fixings as specified above may be rejected.

6. Displaying other Works

Works for display (e.g. pottery, sculpture or similar) must be presented so that they can stand safely on a display table.

7. Labelling

One 'Work Label' must be legibly completed and securely stuck to the back (or underside in the case of ceramics or sculpture) of the Work.

The following must be written on the 'Work Label' of each Work:-

Name of Exhibitor. Title of Work. Medium. Sale price or Not for Sale.

No front labels are required because the Club will be preparing professionally printed labels for each Work.

8. Sale Price and Commission

All prices are to be in whole pounds. The minimum price for hung or displayed Works is £50 and for Works in the browsers is £15. A commission of 20% on all sales will be retained by the club.

9. Unframed Works for the Browsers

Works for the browsers must be mounted on stiff card, suitably protected with acetate or cellophane sheet (not cling film) and labelled with the **Title, Artist's Name and Price** on the front top right-hand corner, the label to be attached securely with sellotape (not glue).

10. Greetings Cards

These will be accepted and put on sale on a stewarded table in professional card racking throughout the Exhibition. The Rules for the sale of Greetings Cards are set down on the Greetings Cards Entry Form. Please send this form to Peter Brown (with your Exhibition Entry Form) by 20th October, by email preferably.

11. Handing in Day - Wednesday 7th November 2018 (6.30 to 8.30pm)

Please bring all Works and Greetings Cards to the Southdown Room of the Public Halls, Southdown Road, Harpenden, between 6.30 and 8.30pm in the following timeslots:

Exhibitors with surnames beginning A - L should hand in their Works from 6.30 - 7.30pm.

Exhibitors with surnames beginning M - Z should hand in their Works from 7.30 - 8.30pm.

If you are unable to bring your work or collect it in person, please arrange for someone to act for you.

12. Stewarding

It is a condition of entry that all exhibitors (or a nominated friend) help with the stewarding for at least one 2 hour slot. You will be asked to book your slot when handing in your Works.

13. Artists' Profiles: There will be a separate folder for a brief Artist's Profile for each exhibiting artist, which will be of interest to visitors to the exhibition. If you would like to

submit a profile, please use Word format, no more than 250 words, emailed to Susan Edwards at sjnedwards@hotmail.co.uk by 20th October 2018. Your artist's profile should be written in the third person, to include, for instance, details about your artistic background, your preferred media, and what inspires you in your art. Please do not include a website address or other contact details. We reserve the right to edit the profile to ensure uniformity of appearance for the exhibition folder.

14. Credit Card Payment

The Club has organised a credit card facility for customers to pay for their artwork purchases. This increased sales last year. In addition to the Club commission there will be a 2% deduction to the sales price by the Credit Card Company, which will be split between the HAC and the exhibitor.

15. Insurance

Works are entered for this exhibition at the owner's risk. The Club cannot accept any liability whatsoever for any damage or loss of exhibits. Insurance cover should be arranged separately by the owner if desired.

16. Private View Party – Thursday 8th November, 7.00 to 9.00pm.

Please join us for complimentary drinks, and bring a partner or friend. If you wish to invite more potentially interested people please advise Yvonne Bolton at yvonnebolton@hotmail.com so our catering provision can be adjusted.

17. Press photography

Art works may be photographed for press/publicity purposes in connection with the exhibition unless otherwise stated by the artist in advance of the exhibition.

18. Collection of Work - Sunday 11th November

Purchasers should collect artworks from 5pm.

Exhibitors with surnames beginning A - L should collect unsold Works from 5 – 5.45pm.

Exhibitors with surnames beginning M - Z should collect unsold Works from 5.45 – 6.30pm.

We would appreciate it if people could vacate the exhibition room promptly at the end of the exhibition at 4pm to allow for an efficient handing back procedure. A £5 storage fee will be made for each unsold framed picture or sculpture not collected at the appointed time.

The Club cannot accept responsibility for loss or damage to these works.

19. Copyright: All work submitted should be original. If it is based on a painting or photograph produced by someone else it should not infringe the copyright of that person.

By signing the Entry Form the member accepts the above rules and conditions.