



Harpenden Arts Club

Annual Exhibition 2021- Rules for Exhibitors

1. Location

Harpenden Trust Centre, 90 Southdown Rd, Harpenden AL5 1PS

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'. Stretched canvases will be included in Hanging works.

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

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.

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 **6th October 2021**. 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 **6th October**.

Electronic submission is preferred if possible.

5. Hanging of Works

All 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 at 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, with the following details:

Name of Artist, Title of Work, Medium, Sale price or Not for Sale.

No front labels are required because the Club will prepare 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 **Name of Artist, Title of Work, Medium and Price** on the top right-hand corner on the **back**, the label to be attached securely with sellotape (not glue).

10. Greetings Cards

These will be displayed for sale in professional card racking on a stewarded table. Up to 30 cards can be submitted. The Rules for the sale of Greetings Cards are on the Greetings Cards Entry Form. Please send this form to Peter Brown (with your Exhibition Entry Form) by 6th October, by email preferably.

11. Handing in Day – Wednesday 27th October 2021 (6.30 to 8.30pm)

Please bring all Works and Greetings Cards to the Harpenden Trust Centre, 90 Southdown Road, Harpenden, between 6.30 and 8.30pm. Timeslots to avoid crowding will be sent to you nearer the date.

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

There are a few parking spaces right outside the building, otherwise there is a large car park across the street behind the Co-op. (Do not use the pub car park.)

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. Please contact Susan Edwards on sjnedwards@hotmail.co.uk with your **first and second** choice of slot below, and your phone number. Slots will be allocated on a first-come-first-served basis.

Thursday 28th October	Stewarding 6.30-9pm Bar 6.30-9pm		
Friday 29th October	Stewarding 10-12.30 Coffee 10-12:30	12.30-3pm	3-5pm
Saturday 30th October	Stewarding 10-12.30	12.30-3pm	3-5pm
Sunday 31st October	Stewarding 10-12	12-2pm	2-4.30pm

Additional help is also required as follows: Screen Set-Up Wed 27th 1-4pm, Screen Take-Down Sun 31st 6-8pm, Handing In Wed 27th 6-8:30pm, Collection Sun 31st 4:30-7pm.

13. Credit Card Payment

The Club has a credit card facility for customers to pay for their artwork purchases. 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.

14. 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.

15. Evening Preview with wine – Thursday 28th October, 7.00 to 9.00pm, or Morning Preview with coffee - Friday 29th 10am-12.

Please join us for complimentary drinks, and bring a partner or friend.

16. Photography

Art works may be photographed for publicity purposes in connection with the exhibition, or by visitors and potential purchasers, unless otherwise stated by the artist in advance of the exhibition.

17. Collection of Work - Sunday 31st October.

Purchasers and exhibitors should collect artworks from 5-6:30pm.

Timeslots to avoid crowding will be sent to exhibitors nearer the date. We would appreciate it if people could vacate the exhibition room promptly at the end of the exhibition at 4pm to allow us to prepare for handing back. 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.

18. 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.