

PETERSFIELD ARTS AND CRAFTS SOCIETY
2017 ANNUAL EXHIBITION RULES

There are a number of important changes to this year's exhibition.

Electronic entry forms are available and are the preferred form of entry. Paper forms are of course still available. Exhibited work will have an **Exhibit Identification (ID)** which is allocated automatically by the electronic entry form. Entries on the paper forms will have Exhibit IDs allocated later.

Exhibit labels will be printed by the Society and displayed adjacent to each exhibit. Labels will include the price, title, a fuller media description and artist name (and will be the size of a credit card).

£85	VAN1-3
Sunflower Fields	
Oil on canvas	
Van Gothe	

Consequently there is no need for a catalogue, though lists will be available showing location of each artist's work.

Three changes have been made to the timing of the exhibition

- Preview evening is Tuesday instead of Wednesday
- There is only one late evening opening on Friday
- Handing out is on the Tuesday following Bank Holiday but in the morning rather than the afternoon

During the exhibition, photographs are now allowed for the personal, non-commercial use by members and visitors (see paragraph 16)

1. Eligibility to exhibit

Fully paid up members at the 1 June who offer to undertake at least 2 exhibition duties by 30 June 2017, or are signed up for administration or activities such as handing-in and handing-out, will be eligible to exhibit. If you are away at the time of the exhibition or physically unable to help but would like to exhibit, please contact one of the Exhibition Steering Team (see paragraph 18).

2. Completion of Entry Forms

Electronic Entry Forms are available for the first time this year. They will be distributed by email and will be on the PACS website. Paper copies are still available and will be posted to those members who receive their newsletters by post. Please ask for a paper form if you prefer not to complete one electronically.

The information required is:

- **Confirmation** that you have read and accepted these rules
- **Confirmation** that you have returned your duty offer form (pink card) and/or are part of a dedicated exhibition team
- **Your membership number.** Please note that the style of membership number has been amended to remove the zero, e.g. ABC01 becomes ABC1. In a few instances numbers have also changed
- **Your name**
- **Exhibiting Name (if different).** If you are exhibiting under an 'artist name' please enter it here (in addition to your name). Also put a budding artist's name here.
- **Work exhibited.** The number of works allowed is shown in paragraph 5. Please complete a separate line for each entry. There is a separate section on the form for Browser items. The information required is:
- **Title or Description** but with a maximum of 22 characters including spaces
- **Media Description or Technique.** This column is new and gives you the opportunity to describe in more detail how you have produced your work, e.g. oil on board, mixed fabric collage, slip decorated earthenware. This information will be on the exhibition labels. There is a maximum of 28 characters including spaces

- **Labels** will be printed by PACS to go adjacent to each piece of work. Consequently, entries on the electronic form must be typed exactly as you wish it to appear on the exhibition label and printed lists. PLEASE CHECK SPELLING, TYPOS, PUNCTUATION, CAPITALISATION ETC
- **Price.** Please enter in whole pounds only with a minimum of £15. Also enter **NFS** (NOT FOR SALE) but for one item only. Also enter **BA** for Budding Artist entries (which are normally not for sale)
- **Code.** This determines the award entered (see rule 8) and a list is on the entry form
- **Entry fee.** Electronic forms calculate this automatically. For paper forms, PACS will calculate the entry fee later, though if you wish, you can use the last column to work out your entry fee as in paragraph 6
- **Payment of entry fees.** The preferred method of payment is by electronic bank transfer to the account on the form. Payment may also be made at handing-in by cash or cheque. Please indicate which method you are using.

3. Exhibit IDs and Exhibition labels

Each piece of work submitted will have an **Exhibit Identification (ID)** which is allocated automatically by the electronic entry form and is of the style:

[Membership number]-1 or **[Membership number]-B1** for browser items e.g. **ABC1-1; DEF2-B1**

The exhibit ID must be included on all your labels accompanying works submitted. If you are submitting a paper form, include your membership number on labels; exhibit IDs will be allocated later.

4. Entry Forms submission

All forms (electronic and paper) should be submitted by Sunday 30 July 2017 at 7 p.m. – no late entries will be accepted.

- Please email electronic entry forms to exhibitionpacs@aol.com with the completed entry form as an attachment. You may also print out your electronic form and send to the address below.
- Please return paper entry forms
to: Mrs D Foden
14 Tarberry Crescent, Horndean, PO8 9NP.

5. Number of entries and presentation of work

Each member may submit up to a total of 9 hanging or craft works (within the limits below) plus 4 Browser items (total of 13)

Works for hanging (maximum of 4):

- Framed work must be framed to a professional standard and sealed with a tape or paper backing
- Unframed work may be on canvas with stretchers or substantial board to ensure that they can be hung securely and safely. They should be presented to a high standard with edges painted or left clean in keeping with the style of the work
- All works must have a picture cord, not wire, slack enough to allow hanging on 2 hooks. It must be attached to secure screw eyes or D rings either side of the frame. D rings must be fixed securely to hardboard or similar backing and spaced at least half of the frame width apart and not less than 15cm.
- Two works for hanging may be of any size, but the third and fourth must be not greater than 3 square feet including a frame e.g. 2ft x 1ft 6ins etc.
- Any picture not framed and strung to a high standard may be rejected.

Ceramic, Craft, Wood or Sculpture items (maximum of 7):

The work must be of a size and material suitable for display in the Exhibition Hall. Any support or plinth must not detract from the original artwork.

Mounted works for browser (maximum of 4):

Mounted pictures (including photographs) for display in browsers should be unframed, securely placed on mounting board and protected by cellophane or other transparent material. These must be less than 1 cm thick (including any backing corrugated card). Members must state clearly if a browser item is a reproduction /giclee print. Canvas blocks are not permitted in the browser.

The Society cannot guarantee to display browser works at all times if space is not available.

6. Sale Price and Entry Fees

The non-returnable entry fees are based on sale price:

£2.00 for each item priced £15-£30

£3.50 for each item priced £31-£99

£4.50 for each item priced £100-£199

£6.00 for each item priced £200 and over, and “not for sale” items.

7. Procedure for submitting all exhibits

Two labels must be attached to each exhibit (apart from Browser items where it is only one label)

- A self-adhesive or permanent label attached to the back/underneath of all pictures/craft
- A removable tie on “luggage” label attached by a long string which reaches over the top of the picture/craft, so that the label hangs down and is visible from the front. For hanging items, loop the string through the hanging cord and tie it to itself. Please do not knot it to your hanging cord because this makes it difficult to remove. Attach as appropriate to craft items or place on top. This excludes browser items
- Fabric items can have labels attached with safety pins where appropriate
- **Label content.** Each label (permanent and removable) must include

Exhibit ID (see paragraph 3) or Membership number
Your name
Exhibit title

- **Browser items** only need one self-adhesive label placed on the rear. PACS will provide a standard self-adhesive label for the front.

8. Awards

There are a number of awards related to the exhibition, and works will automatically be entered in the appropriate category, using the code entered on the exhibition entry form. The awards are:

Award	Details	Code on entry form
Flora Twort Cup	Works in an aqueous (or “water based”) medium, such as watercolour, inks, acrylics, tempera or mixed media handled in a predominantly translucent manner	W
Heather Wagstaff Award	Paintings in oils, acrylics or encaustic using a predominantly opaque or impasto approach	O
Josephine Majella Award	Graphic works including drawings, pastels, collage and artist’s prints, digital and photographic prints (not reproductions). Photographs of artist’s works are excluded unless significantly digitally modified by the artist to create a derivative	D
Betty Haggard Memorial Award	Sculpture in any medium	S
Mike Cuzner Award	Ceramics	C
Ron Hewlett Award	Works in wood	Y
Heather Child Award	Craft work of any description (excluding ceramics and works in wood)	T G M H
David Headon Memorial Award	Awarded for a landscape painting or drawing in any medium. Judged by Hilary Headon	
David Yellop Award	The personal choice of David Yellop	
Frank Westwood Award	The personal choice of John Westwood	
Visitor’s Choice Award	Visitors are invited to nominate their favourite work	
	Do not wish to enter an award	X

Awards in each category will only be made providing the number of exhibits exceed 10 in that year. Members who won an award last year will not be eligible for the same award this year.

9. Budding Artists (Work submitted from children or grandchildren under 16 years old of Members)

One work each may be exhibited. An entry form must be completed with the member’s name and membership number and budding artist’s name in the ‘Exhibiting Name’ box. Enter ‘BA’ in the price column. Entries are FREE and are normally not for sale.

10. Originality

- Copies of original paintings, commercial photographs, photocopies (unless part of a collage) and kit work are not permitted.
- Digital works and artist’s prints (including browser items) should be described as such in the Media Description box on the entry form.
- All prints must be either a) one-offs (e.g. monotype), b) limited edition and marked 1/x (where x is the limit of the print run), or c) marked unlimited
- All craft work must be original without the use of commercially produced kits or designs.

11. Right of refusal

The society reserves the right to refuse any work which it deems to be the production of a third party, not to be of an acceptable standard of presentation or which contradicts these rules. The decision of the responsible Society Official is final and will be notified at handing-in or by phone/email. Any member in doubt about the acceptability of any item is welcome to consult the Exhibition Steering Team before handing-in day.

12. Large exhibits

Large exhibits must be delivered to the Hall at the beginning of the handing-in period.

13. Removal of exhibits

Items on display may not be removed from the exhibition before the appointed handing-out period when the correct procedures must be followed by all members including helpers. Unsold work must be collected during the handing-out period. Uncollected work will be subject to a handling charge of £5 per item.

14. Exhibits sold, commission and payment

A commission of 20% will be charged for works sold. Payment will be made as soon as possible after the exhibition by bank transfer, please email the treasurer at pacstreasurer@aol.com with your bank details when you have sold an item. Otherwise cheques will be sent later.

15. Risk

All items are displayed at the member's own risk.

16. Photography

Photographs of exhibits may be used by the Society for publicity purposes. During the exhibition, photographs are only allowed for the personal, non-commercial use by members and visitors. Flash, tripods and professional equipment are not allowed.

17. Significant dates and times, 2017

Return of duty offers (pink card)	Friday 30 June 2017	5p.m. at the latest
Return of Entry form	Sunday 30 July 2017	7p.m. at the latest
Handing-in	Sunday 20 August 2017	10 am to 1.00 pm
Presentation of awards	Tuesday 22 August 2017	6.30 p.m.
Preview evening	Note change of day	7.00 pm to 9.30pm
Handing-out	Tuesday 29 August 2017	10.00 am to 2.00 pm Note change of time

18. Exhibition Steering Group

To contact the exhibition steering group, please contact Mike Wallace on 01730 233718 or mikewallaceart@me.com