

**PETERSFIELD ARTS AND CRAFTS SOCIETY
2025 ANNUAL EXHIBITION GUIDANCE**

(Please read to ensure that our exhibition runs smoothly and all your items are accepted)

1. Entry form

You will need access to the internet to be able to complete the duty rota form and the entry form. The form is available online and can be completed on any device that supports browsing the internet. However, if you have extremely old devices with outdated operating systems the forms may not work. In that instance, please ask a fellow member for help.

Title and Description

The form advises of the number of characters available for title and description .

For Description describe how you have produced your work, e.g. oil on board, mixed fabric collage, unique digital print, slip decorated earthenware. This information will be on the exhibition labels.

Mixed entry items (hanging and display)

If you are entering a mixture of items, please make sure you specify H (hanging) or D (display) on the form for each exhibit

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 them to appear on the exhibition label and printed lists. Please check spelling, typos, and punctuation. Please DO NOT use all capital letters. Please see example of the PACS created label that will be placed next to your exhibit.

Van Gogh Sunflower Fields Oil on canvas VAN1-H3.....£85

2.Preparation of exhibits

Giclee prints may only be exhibited in the browser category

Works for hanging

- Framed work must be framed to a professional standard and sealed with a tape or paper backing (if framed behind glass).
- Unframed work may be on canvas with stretchers or substantial board to ensure that it can be hung securely and safely. It 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.
- Any picture not framed and strung to a high standard will be rejected. However, we will have a "first aid" kit on hand for running repairs, and a small charge will be made for materials used.
- Textiles for hanging must have suitable fixings.

Works for display

This will usually include ceramic, textiles, glass, wood, costume jewellery and sculpture items.

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

Mounted works for browser

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.

Box Frames

You may paint or decorate the frame and use it with or without the glass, items may be of any discipline. In the event of too many entries, some items will initially be kept in stock and sold items replaced by items from stock. The hanging hook on the frame must be used unaltered.

3.Procedure for submitting all exhibits.

Browser, Jewellery in cabinets and Box frame items only need one self-adhesive label placed on the rear. They do not need a tie-on label. PACS will provide a standard adhesive label for the Browser items. However, two labels must be attached to each exhibit with an H (hanging) or D (display) in the Exhibit ID.

You must attach:-

- a self-adhesive or permanent label attached to the back/underneath of all items. In a multi-part set, each item needs to be labelled. (please add x of y e.g. 1 of 4).
- a removable tie on “luggage” label attached by a string which reaches over the top of every Hanging or Display item, so that the label hangs down and is visible from the front. Text should be horizontal when the label is hanging vertically
 - **For hanging items**, Attach the label to the string and pass the string under the hanging cord. Do not knot the label string to the hanging cord because this makes it difficult to cut off during the display process. (see diagrams)
 - **For craft items**, attach as appropriate (e.g. with sticky tape).
 - **Fabric items** can have labels attached with safety pins where appropriate.
- **Label content.** Each label (permanent and removable) must include:-

Exhibit ID
Your name
Exhibit title



4. Awards

There are several awards related to the exhibition, and works will automatically be entered in the appropriate category.

Award title	Details
Flora Twort award	Work in any medium depicting landscape.
David Headon award	Work in any medium depicting people or animals.
Hester Wagstaff award	Work in any medium depicting floral and still life
Mike Cuzner award	Ceramics and sculpture
Ron Hewlett award	Works in wood, glass and jewellery.
Mary Herdman award	Hanging abstract art, any medium
Betty Haggard award	Any craft not covered in previous categories
Sharon Hurst award	Chosen by the artists participating in the show
Visitors' Choice Award	Chosen by the exhibition visitors

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