

PETERSFIELD ARTS AND CRAFTS SOCIETY
2025 ANNUAL EXHIBITION RULES

We have updated some of our rules and procedures. It is therefore important that you take the time to read this document. Following the correct procedures makes the exhibition experience smoother for everyone. It also avoids the prospect of an entry not being accepted.

Significant dates and times, 2025

Return of duty offers	By Friday 11th July	5pm at the latest
Return of Entry form	By Friday 25 th July	5pm at the latest
Payment of entry fee	By Thursday 7th August	5pm at the latest
Handing-in	Sunday 17 August	1pm to 4pm It is very busy at the beginning, so please come later if you can unless you have a large item, (larger than 60cms x 45 cms) in which case, please come early if possible.
Preview evening	Wednesday 20 August	7.00 pm to 9.00pm by invitation only
Open to public	Thursday 21 August to Monday 25 August	10 a.m. to 4 p.m.
Handing-out	Tuesday 26 August	10.00 am to 1.00 pm

1. Eligibility to exhibit

Members must:

- have paid the full membership subscription by the 31st May 2025, and
- have returned the duty offer form, an entry form and paid the entry fee by the dates shown in the table above.

2. Duty and Entry Form submissions

Links to the forms will be distributed by email and will also be put on the website exhibition page.

Completion and submission of the web-based duty form has a deadline of **11th July**.

You must have offered at least five exhibition duties by Friday 11th July at 5 p.m. whether or not you have already committed to work as part of a dedicated team such as handing-in or demonstrations.

The duties offered may be as part of a dedicated team and/or general duties such as stewarding. We will try not to allocate you more than three duties in total unless you have indicated a willingness to do more. We will try to keep this to 2 sessions; however, that depends on the number of members entering work. Some dedicated team duties involve more work than others and the Exhibition Steering Group may decide that a member offering such duties shall be exempted from further duties.

If you are away at the time of the exhibition or physically unable to help but would like to exhibit, please find a responsible adult who can take your place. Put the name, telephone number and email address of your substitute in the Notes section of the duty form. If this is not possible, contact one of the Exhibition Steering Team.

Completion and submission of the web-based entry form has a deadline of **25th July**. **No late entries will be accepted.**

After submitting your entry an email will be sent to the email address you have provided on the form. This will contain a copy of your entry. Paper copies are still available and will be posted to those members who receive their newsletters by post.

3. Receipt of entry and payment of entry fee

The non-returnable entry fee is based on sale price and is 5% of sale price with a maximum of £10 per item.

For the one "not for sale" item allowed per member, the entry fee is £10.

For box frame items, the entry fee is £1.75 per item and the sale price is fixed at £35

There is no entry fee for cards.

No refunds are given for entries which are withdrawn or not accepted.

NEW THIS YEAR :-The new entry form does not give your exhibit IDs and does not calculate your entry fee.

You will receive an email acknowledgement of your entry which will allocate your exhibit IDs and will tell you how much to pay and the account to pay it to. You must pay your entry fee before Thursday 7th August.

4. Exhibit IDs and Exhibition labels

You must label each exhibit in accordance with the guidance using the IDs provided in your entry receipt email.

5. Number of entries and presentation of work

Giclee prints may only be exhibited in the browser category

The maximum number of entries per member is 17 items made up as follows:-

9 hanging or craft works subject to a maximum of 4 hanging and 7 display.

4 browser items and

4 Box frames

Jewellers providing their own cabinet may submit 13 items in the cabinet plus 4 box frames if they wish.

Works for hanging on screens and walls (maximum of 4):

- One work for hanging may be of any size, but the other three must each not be greater than 3FT² (2.7M²) including a frame e.g. 2ft x 1ft 6ins: 60 cm by 45 cm etc.
- Any picture not framed and strung to a high standard will be rejected. Please see guidance for detailed information on how to present your work.

Works for display on tables and plinths (maximum of 7):

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

Box Frames (maximum of 4)

Box frames of the required size (20cm) are available from PACS through our Chairman, Vivien de Beer

chair@petersfieldartsandcrafts.org.uk ; members may also use such box frames from a previous exhibition, some

of which may be 25cm. The hanging hook on the frame must be used unaltered. If in the event of too many entries sold items will be replaced by items from stock.

Mounted works for browsers (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. Canvas Blocks are not permitted.

Jewellery

If you wish to display jewellery in a locked cabinet, you must provide your own. Please seek approval from the exhibition team as soon as possible. When using your own display cabinet, you can substitute browser entries for additional jewellery items giving 13 items.

Cards

If you wish to sell cards, please email exhibition@petersfieldartsandcrafts.org.uk so we can prepare sales sheets. Cards will not be available for sale on preview night.

Each card or pack of cards must be individually wrapped and labelled with your member ID and price. Any cards which are not correctly labelled will not be displayed. You can have a maximum of 30 and must provide your own display rack. All cards will be sold at the artist's own risk as there will be no stock control or security checks. The sales desk will not record individual designs. Please bring your cards in their display stand from the morning of Thursday 21st August after 10am and check in with the sales team before placing them on the bar in the Rose Room. Any unsold cards can be collected on handing out day.

6. Originality

- Copies of original paintings, commercial photographs, photocopies (unless part of a collage) and kit work are not permitted.
- Digital works, giclee and artist's prints (including browser items) should be described as such in the Media Description/Technique 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.

7. 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 you 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.

In the event of a larger than expected number of entries, members may be asked to prioritise their entries to identify "reserves". Members will be advised in good time before hand in of the process that will be followed in such circumstances should this be necessary.

8. Large exhibits

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

9. 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.

10. Exhibits sold, commission and payment.

A commission of 20% will be charged for all works sold. Payment will be made as soon as possible after the exhibition by bank transfer.

11. Risk

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

12. 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

13. Exhibition Steering Group

To contact the exhibition steering group, please contact Margaret Newbigin at exhibition@petersfieldartsandcrafts.org.uk or Vivien de Beer at chair@petersfieldartsandcrafts.org.uk