

Bring to Selection Day with your Entry Form

ANNUAL EXHIBITION RULES 2011

All currently financial members of the Tauranga Society of Artists Inc are welcome and eligible to put forward their work for selection (to be accepted or not) to exhibit in the Annual Exhibition.

ANNUAL EXHIBITION SELECTION DAY - WEDNESDAY June 22

BRING YOUR PAINTINGS TO THE ELIZABETH STREET COMMUNITY CENTRE **9.00am – 9.30 am only please**

- 1 All members must be financial.
- 2 Up to and no more than 3 entries per member for selection. Triptychs of 3 separate sections **which form part of the whole art piece** and which flow into each other are acceptable as ONE piece. They must not be separate topics or they will be counted as 3 individual pieces. All three sections must fit into 1 metre wide x 1 metre deep space and have ONE price for the total of all three sections.
- 3 **All entries must be originals (not prints or giclees) and have been produced within the 12 months prior to the exhibition, must be the sole work of the artist, not a copy of another person's work/photograph, not done under the guidance of a tutor and not exhibited in the Bay of Plenty prior to this exhibition.**
- 4 Work submitted for selection must be complete with D rings and strong cord (eg venetian blind cord). No weak string or cord to be stapled to frame. **Please cover your name on the FRONT of the work to enable a fair and unbiased selection of work at Selection..**
- 5 All framed work must be sealed at the back and all work must be **COMPLETE** and **DRY**.
- 6 **The artist's name, entry title, medium and price of the work is to be attached both to the back of the work** (the only identification in case the swing tag comes off) **AND** to a (4 x 4 inch) or **10cm x 10cm label**. The label is to have a hole punched in the **middle** and cord attached from the back hanging cord, long enough to go over the top of the painting and hang in the front of the work, for identification during hanging procedure at the exhibition.
- 7 Your completed entry form along with required amount **per item** is to be handed in with your entry(ies) on the day of selection. Money is not to be attached to the entry form. **Please ensure you have the correct money available.**
- 8 Insurance of all entries is the responsibility of the artist.
- 9 Participation on the exhibition roster is a condition of entry in the exhibition - to act as host, to sell work and complete paperwork as required. However, if you are working on **all three days** of the exhibition (Friday, Saturday and Sunday), **and cannot get time off work**, you may apply for exemption from roster duty by filling in a form at the Roster Desk on Selection Day and paying \$10.00 in lieu of roster duty. Likewise an exemption from roster duties for "exceptional circumstances" over all three days may be applied for and will be considered by the Exhibition Committee.
- 10 Works not presented on the selection date and time will not be accepted.
- 11 **PLEASE CHECK** that you have done all of the above before arriving at the selection processing point. You will only be turned away if your work does not comply with the conditions. Please unpack work before proceeding to the selection tables.
- 12 **Collection of paintings.** All your work will be together and may be picked up **between 12.00 – 12.30 pm ONLY**. If you can't pick your paintings up in this timeframe, please arrange for someone else to pick up work. If your painting has not been selected, the entry fee and rejection slip will be attached to the back of your work. The Society takes no responsibility for uncollected work.
- 12 **The Selection panel decision is final and no discussion will be entered into.**

ANNUAL EXHIBITION SET-UP / OPENING DAY THURSDAY 7 JULY 8.00-9.30 am

- 1 Selected works need to be delivered to the venue 8.00-9.30 am only
- 2 If your work is packaged please unwrap it in the area marked unpacking and take your packaging with you.
- 3 Take your work to the desk at the hall entrance, where it will be signed into the catalogue and numbered for hanging and labelling.
- 4 Do not consider your work delivered until it has been checked off the catalogue at the desk.
- 5 20% commission will be deducted from sale of paintings.
- 6 Once work has been hung it may **NOT be moved** at all without the express permission of the Exhibition Co-ordinator. Screens placement is not to be changed in any way.

ANNUAL EXHIBITION COLLECTION DAY - Sunday 10 July 4.30 pm

- 1 **Purchasers ONLY** will be collecting their art from 4.00 pm.
- 2 **Artists can collect their work after 4.30 pm NOT BEFORE.** Artists will not be permitted to enter the Exhibition Hall until 4.30pm . Pick up time 4.30 – 5.00 pm only. using the following procedure which is designed to protect your paintings from being uplifted without your permission:
 - o Uplift your paintings and take to the checkout desk to be marked off the catalogue.
 - o You will then be given a checkout ticket for each piece of work.
 - o Present the ticket to the doorman to exit.
- 3 It is the artist's responsibility to collect their unsold work. The Society will not be responsible for any uncollected work.

To be filled in on Selection Day - YOUR ROSTER UNDERTAKING

Write in the time(s) and date(s) you are prepared to be rostered on to complete your duty on the Sales/Reception Desk. This information **MUST** be filled in on the Roster Board when presenting paintings on **SELECTION DAY**.

Date: _____ Time _____

A Roster will be made up from information provided by members and you will be contacted about when you will be required.

If you are unable to do your roster duty at the time you have been allocated due to illness please contact **Deanna Flood, phone 572 2563**.

To be filled in on Selection Day -YOUR CATERING UNDERTAKING

Write in below your catering undertaking for Opening Night. This information **MUST be transferred and filled** in on the **Catering Roster** when presenting paintings on **SELECTION DAY**.

I will be bringing _____ to the Opening Night .

Please bring your plate between 5.30 – 5.50 pm. If you are late, please take your food to the foyer area by the bar where the catering team will take it from you. **NO FOOD IS TO BE TAKEN THROUGH THE EXHIBITION AREA** after 5.50pm.