



**Biennial Exhibition
Members Information Pack
and
Entry Form**

Introduction
Page 2

Timetable
Pages 2 -3

Stewarding
Page 3

Entry Rules and Guidelines
Pages 3 - 5

Entry Form
Page 6

Labels for reverse of paintings
Page 7

Introduction

Our biennial exhibition in **Victoria Hall Coffee Bar** takes place from **Monday 15th May until Saturday 4th June**. It's important that you read the contents of this document so you're familiar with requirements of submitting work for the exhibition and timetable of dates and activities

Due to the short notice of this event, there will not be a theme this year.

We will require your entry forms and hanging fee prior to handing in day.

Forms and monies must be received Monday the 8th May. You can:

- a. Hand your entry form and any money/ cheque / postal order to any committee member when at Highfield.
- b. Post your form and cheque / postal order to
Catherine Baxendale, 17 Calder Road, Bolton, BL3 3DG.

Note:

Forms will not be accepted without the required accompanying monies (£3.00 per item entered).

Make cheques and postal orders payable to **Bolton Art Circle**.

There will be an opening event and presentation of prizes on Saturday 20th May .This will take place in the Exhibition Space and Tea / Coffee / Juice / Light Refreshments will be served.

Timetable

Activity	Day / Date	Time
Entry form completion and hand in	By Monday 8 th May 2017	n/a
Handing-in artwork	Monday 15 th May at V. Hall	10.00 am – 12 noon
Judging (Selection)	Monday 15 th May 2017	12 noon - 3.00 pm
Handing-back of any unselected works	Monday 15 th May 2017 or Tuesday 16 th May 2017	3.00 pm - 4.00 pm 10 am till 3.30pm
Opening Event	Saturday 21 st May 2017	10.30am
Opening to Public	Wednesday 17 th May 2017	10 am till 4 pm
Last Day of Exhibition	Saturday 3 rd. June 2017	10 am till 12 noon
Handing-back unsold exhibited works	Saturday 3 rd June 2017	1pm till 3pm

Handing-in and Handing-back of works will take place in the Coffee Bar, (Exhibition Room):
Victoria Hall, 37, Knowsley St., Bolton, BL1 2AS . (Please use the rear entrance from Deansgate)

All works must be delivered by the artist or by someone acting on their behalf. Works sent by post or carrier will not be accepted. Works will not be accepted at any other times than those stated above

You must collect any unselected works between 3.00 pm and 4.00 pm on Monday 15th May. (Hall is closed at 4pm) or on Tuesday 16th May between 10am and 3.30pm 2017.

You must collect any unsold works on Saturday 3rd June 2017 between 1pm and 3pm.

If you cannot attend personally, please make arrangements for someone to collect work on your behalf.

It is not acceptable to leave the collection / return of works to the Exhibition Officers.

There is no storage at the Victoria Hall and we no longer have unlimited access to Highfield.

If works are not collected, they may have to be binned.

Stewarding

This year, there will not be any staff at the venue to run the exhibition, so we will have to have people there at all times during opening times. This is a big commitment and will need lots of help from members to enable us to open for the maximum number of days. We hope to open each day, except Sundays, between 10am and 4pm. So that no one is left alone in the exhibition, we will need 3 people on duty at all times, so we will need lots of volunteers to keep the exhibition open.

Every bit of help will be appreciated. We suggest that cover is done in two sections each day, that is 10am till 1pm and 1pm till 4pm. Please put your name down on the Stewards sheets which will be going on the workshop Notice board or inform our Exhibition Officer Catherine Baxendale 01204 650048 of the hours and dates you can do and we'll put you on the list. The sooner we know how much cover we have the better, as we need to advertise the event and the opening times, so please let us know as soon as you can.

This is a flag ship event to really showcase our work and our Art Circle, so we want to give a good impression, and be there to encourage the sale of the paintings.

Thank you.

Entry Rules and Guidelines

Eligibility

- The Exhibition is open only to current members of Bolton Art Circle.

Types of Artwork

- Paintings, drawings, needlework, marquetry, and similar artistic works may be submitted.

No. of works

- Each artist can submit up to **three** works, which may, or may not be for sale.

Presentation of Work:

- All works must be suitably framed, glazed, etc., as appropriate for the medium.
- Work must be in safe condition to be handled – e.g. loose glass protruding pins etc. will not be accepted..
- All works must have D- rings and wire/ string fitted as they may be on the walls or on our new stands. Glazed items must be taped on the back.
- Clip frames will not be accepted.
- Works must be submitted unwrapped.
- Please mark 'TOP' on back of works.

The Exhibition Officer reserves the right to reject any work not meeting requirements and the entry fee will not be refunded. Please contact the Exhibition Officer if you have any queries or uncertainties. Catherine Baxendale 01204 650048

Size of Work

- There is no specific size restriction this year, but please bear in mind that no work must need more than 2 people to carry it.

Judging

- Selection of works to be exhibited and the awarding of Commendations and Prizes will be by the Judge whose decision will be final and no discussion will be entered into.
- The **Jubilee Trophy** will be awarded to the work which, in the Judge's opinion, is the Best Work in the Exhibition.
The **Margaret Huyton Trophy** will be awarded to the work which, in the Judge's opinion, is the Second Best Work in the Exhibition.
- The **Ron Close Trophy** will be awarded to the people's choice as voted for over the time of the exhibition.
- Display space is limited, and the exhibition may include none, one, two or three works by an artist at the discretion of the Judge

Labelling Works

- One label must be stuck on the back of each work with the same details as shown on the entry form. See page 7 of this document for a sample that you can use.
- A second label with the same details must be attached with a piece of string that can hang over the front of the work. This will help when hanging the exhibition pieces.

Insurance of Work

- Every care will be taken of the works submitted, but neither Bolton Art Circle nor the Victoria Hall will be held responsible in any way, for any expense, loss or damage, which may occur whilst the work is in the exhibition or in transit.
- Artists may choose to insure their own work.

Copyright

- The artist must declare on the Entry Form that all works submitted for the exhibition are original, or, if copies of others work, do not infringe Copyright. Bolton Art Circle and the Victoria Hall disclaim all responsibility for any artistic work exhibited or sold with a false declaration of Copyright.

Sale of work and Pricing

- The Victoria Hall will charge commission on any work sold during the exhibition at a rate of 15%. You will need to take this into account when pricing your work.
- Prices must include the frame where applicable.
- Prices cannot be advertised as negotiable nor be altered during the exhibition.
- Works may not be sold for less than the Catalogue Price during the Exhibition
- Work not for sale should be noted accordingly in the box on the Entry Form with a not for sale value.
- No exhibited work may be removed before the end of the exhibition.
- Works priced on the Entry Form cannot be withdrawn from sale.
- No work will be marked as sold until an agreed deposit has been paid.
- Accepted works must remain on show for the duration of the Exhibition.

Entry Form

A completed Entry Form must accompany the works submitted. An **Entry Fee of £3.00 is required for each work submitted** and is charged to cover Bolton Art Circle's costs. It must be paid by cash or by cheque (made payable to Bolton Art Circle) with the application form. It is not returnable, even if works are not accepted by the Judge.

No payments can be made by credit or debit card.

The Entry Form and fee must be received / handed in by 8th May 2017 – please see the Introduction in this document

Entry Form

Complete Parts A & B in BLOCK CAPITALS.

Ensure that your form and fees are received by BAC before 8th May 2017

Part A will be kept at the Exhibition Hall once the exhibition opens.

Part B will be returned to you on 15th May between 3.00 pm and 4.00pm or 16th May between 10 am and 3.30 pm showing the selection result. Part B will then become your receipt to be used if collecting unsold work on 3rd June 2017

PART A ENTRY INFORMATION AND DECLARATIONS

Title.....Full Name.....

Address.....Post Code.....

Tel / Mobile no..... Email Address (if any).....

Title of Work	Medium	Approx. Size	For Sale Selling Price	Not for Sale Value	<i>BAC use accepted for exhibition</i>
<u>1</u>			£	£	
<u>2</u>			£	£	
<u>3</u>			£	£	

I accept and will abide by all the rules and guidelines.

My works do not infringe any Copyright.

I agree to my work being photographed for publicity reasons

Signed.....Date.....2017

✂.....

PART B JUDGING RESULTS AND RECEIPT

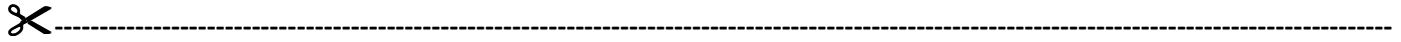
Title.....Full Name.....

Title of Work	Medium	<i>For BAC use Accepted for Exhibition Y / N</i>
<u>1</u>		
<u>2</u>		
<u>3</u>		

Labels for back of paintings

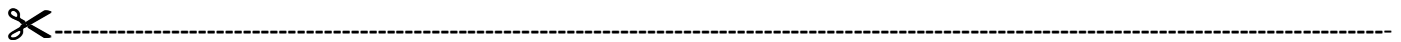
Use these labels for the back of your paintings – please complete in **BLOCK CAPITALS**

Don't forget you'll also need to have a label containing the same information that can hang over the front of the painting to help with the hanging and production of the catalogue.



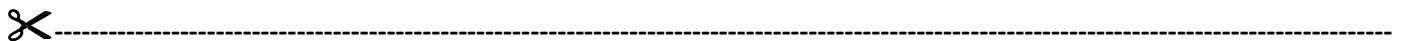
Title.....Full Name.....

Title of Work	Medium	For Sale Selling Price	Not for Sale Value
<u>1</u>		£	£



Title.....Full Name.....

Title of Work	Medium	For Sale Selling Price	Not for Sale Value
<u>2</u>		£	£



Title.....Full Name.....

Title of Work	Medium	For Sale Selling Price	Not for Sale Value
<u>3</u>		£	£

