

Highcliffe Castle Exhibition Entry Form

Wednesday 17th March to Sunday 25th April 2010

If you are able to steward any day during the exhibition please let me know. **Note:** you will not be asked to deal with sales, just be on hand to talk about your work and the Art Society if required. You may also take some work to do whilst you are there. A table will be provided but please take a cover for the table. If you would like to arrange to steward with someone else, please let me know.

**Hand-in Monday 15th March 10 - 11 am Hand-out Monday 26th April 10 -11am
At Highcliffe Castle Christchurch**

EXHIBITION INFORMATION

2 small painting or 1 large painting per artist. Every effort will be made to hang both pictures, but due to lack of space one might be kept as a reserve.

- Aprox maximum size of small 77" circumference outside measurement of frame. Large painting max 30"x 24" This is just a guide but please remember space is limited.
- Paintings must be correctly framed with a taut cord for hanging attached to the outer edge of the frame approximately one third of the way down from the top edge. Please remember the overall impression of your work is important this includes the framing and mounts.
- A label on the back of the painting must give: Your name, Picture Title, Media, & Price,
- A hanging fee of 50p per picture to be paid at the handing-in.
- All work must be for sale (minimum price £50). Highcliffe Castle will take a 30% commission, which includes V.A.T on all sales. Please remember to add this to the price of your painting.
- You may also enter up to 5 **PORTFOLIOS** please complete details on the reverse of this form

You are reminded that pictures are hung at your own risk. Highcliffe Castle will not be held responsible for any damage or theft, although all possible care will be taken.

If you are a member of the S.A.A insurance forms are available from them,

but remember this must be submitted to them at least 24 hour before the exhibition starts.

Please copy your details from the submission form onto the table below & keep for your own reference.

	Title	Media	Price
1			
2			



**Please cut off and return this section to Ann Squire, 30, Heath Rd, St Leonard's,
Ringwood BH24 2PY any questions? Tel: 01425 473496**

SUBMISSION FORM

Highcliffe Castle Exhibition 17th March – 25th April

Deadline for return of this form is Monday 1st February 2010

Please write clearly and in block letters

Artist's Name.....

Address.....

..... Telephone.....

1. Title..... Cat.no
Office use

Media..... Size..... Price. £

2. Title..... Cat no
Office use

Media..... Size Price. £.....

I agree to abide by Copyright & Ringwood Art Society Rules Sign