

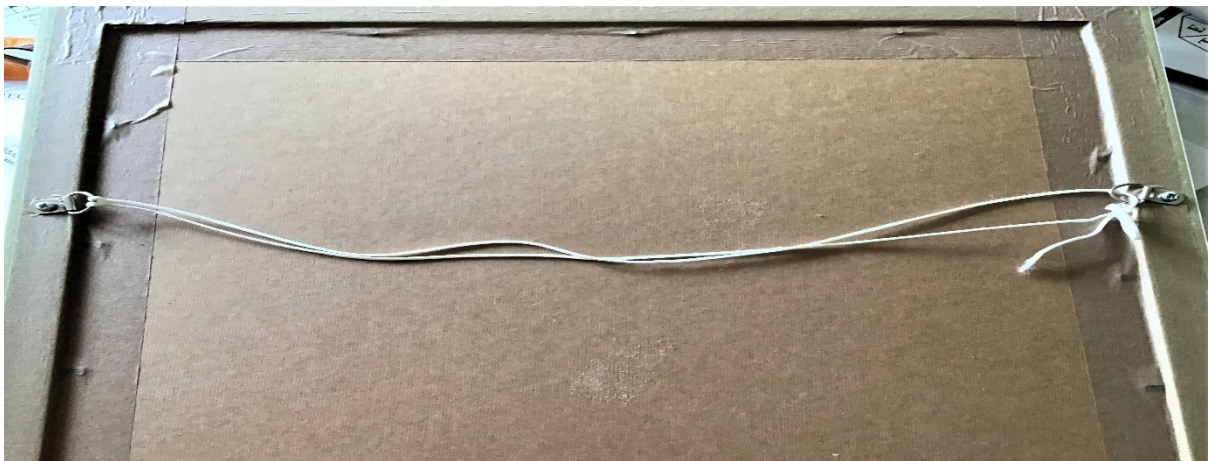
Check list for your exhibition entry

Framed paintings

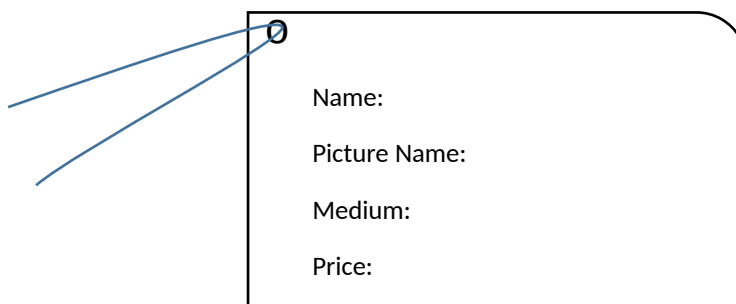
- Is the painting suitably mounted and framed. It should look professional and well presented
- Have you used D rings?



- Is it fitted with hanging cord, we have D rings and Cord available if you need some. Fix the D rings approximately a third of the way from the top of your frame, check that the knot is not in the centre of the loop and that it hangs straight with the cord invisible from the front.



- Have you tied on a label?



Name:
Picture Name:
Medium:
Price:

This will be used to identify you if the picture is sold and will be removed from the painting and kept with our sales records until you are paid.

Portfolios

- Have you backed it with a stiff backing board?
- Use a mount to show your painting to its best advantage;
- Cover it with clear packaging, many people use the wrapping in which the mount was bought;
- Put a self adhesive label on the front of the portfolio (top right hand corner) with the same information as the framed label on the previous page. Don't forget there is a minimum price of £25

Greetings Cards

- Your card must be a print, or original, of your own work;
- No card made from kits will be accepted;
- Protect your cards with clear packaging;
- Attach a small tie on price tag to the back with your initials and the price. This tag is removed at the sales desk and kept as a record of the sale of the card so that you can be paid.
- If you think anyone else has the same initials as you, think about using a middle initial or a shortened version of your name;
- You may wish to identify the title on the back of the price label for your own records;
- You are allowed to submit up to 50 cards for sale including individual cards in a multi pack.



Your initials and the price you wish to charge

Art Prints

- Prints must be a copy of your own work;
- The print should be presented on a stiff backing board and protected with clear packaging;
- You may wish to mount the print;
- Each print must be clearly identified as a print on a self adhesive label with the artist's name, title of the painting and price asked on the front (top right corner);
- A small price label must also be attached to the back of the print - as in the illustration above - to enable the sales desk to record and identify the sale.
- You may wish to identify the title on the back of the price label for your own records;
- You are allowed to submit 25 prints for sale.

NB: THIS YEAR, WITH THE EXCEPTION OF ART PRINTS, WE WILL BE RETURNING TO OUR TRADITIONAL EXHIBITS IE PAINTINGS, PORTFOLIOS AND THE CARD RANGES WE HAVE SOLD IN THE PAST.