



General Guidelines

Exhibiting work

1. General

Your completed application form should be returned to Tina Watkins tina.watkins@ntlworld.com or Parks Café by **22nd March 2019**.

Up to four exhibits may be displayed at the discretion of the DAN committee. Additionally, there will be provision for small items such as greetings cards and un-framed pictures in browsers.

The price of exhibits will be listed on the exhibitor application form. Browser items and greetings cards must bear the price on the wrappers.

Additional works can be put in store in the long gallery for display in the event of work being sold.

The **outside** wrapping on additional works should be clearly marked with the exhibitor's name.

Fee payment (by cash or cheque) must be made at set up on 5th April.

At the end of exhibition please collect your work on Tuesday 16th April from 9.00am. Members need to arrange for someone to pick up their exhibits if they are unable to collect.

2. Picture hanging preparation

Pictures should have hanging wires or cords securely attached to both sides of the frame back.

No frames with metal hooks or mirror plates will be hung.

Please put your own label on the back of each painting showing your name, title, medium and cost of the item.

Stickers bearing numbers, to identify the work in the catalogue, will be applied during set up.

Non-reflective glass and plastic covers of any kind are not acceptable

3. Constraints

Participation will be limited to DAN (paid up) members only.

Participation will also be limited to those who are able and prepared to assist with the set up/ take down or stewarding.

As Hanbury Hall is such a prestigious venue we are expected to exhibit high quality works of art. The organisers reserve the right to select which works will be displayed.

Up to 4 pictures may be displayed which will be reduced if pictures are larger than A3 with frame. As a guide they should fit into an approximate area of 1.5 square metres (110x 140cms or 45"x 60".)

Pictures that are not presented to a high standard, for example, execution of work, framing, mounting, unfinished canvas edges, will not be selected.

DAN is not responsible for exhibits once the exhibition is closed.

4. Set up / Take down

There is a shuttle to help the less mobile to and from the car park.

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5. **Charges** £3 per item, max £10. There will be a maximum of four items displayed. The fee for unframed pictures to be placed in browsers will be £0.50. Greetings cards may be displayed at a rate of £5 for any number (within reason).
Please bring your fee payment with you at set-up (5th April).
Commission to DAN on sales will be 10%.
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6. **Information required** An exhibitor's application form, must be fully completed and received by Tina Watkins by **22nd March**.
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Visitor participation

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7. **Catalogue** A catalogue will be prepared listing key information for each exhibit (reference number, the title, exhibitors name, medium and price).
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8. **Competition for "Visitors Favourite" work** Visitors will be encouraged to identify their favourite exhibit and record the number of their choice on a slip to be deposited in either box upon exiting the gallery. There will be two boxes this year, one for adult voters and one for children's.
Winners will be announced and rewarded at the next DAN meeting which is 13th May, 7:30pm, Park's Cafe
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9. **Visitors Book** Visitors should be encouraged to add comments in the visitors' book if possible.
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Item Sales

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10. **Sales** The name and contact details of each purchaser will be recorded in an "Exhibition Sales" book and a receipt provided.
Payment methods:
- Cash or cheque
 - Credit card machine
 - **A deposit of 20% may be taken to reserve items.**
- There will be bubble wrap, tape and scissors to wrap items that are sold. Works of art can be taken away if the purchaser is unable to collect them on the last day.
Substitute works may be available for works sold.
Notification of art work sales during the exhibition may be made by email to Tina Watkins or on 01905 771886.
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