

MUCH HADHAM ART SOCIETY EXHIBITION RULES

30th-31st August 2025

The Exhibition will be open between 10.00 and 17.00 on Saturday and 10.00 and 16.00 on Sunday. We encourage the submission of a wide range of original work for display.

Conditions of entry

Only fully paid-up members can exhibit. Payment for membership must have been received by July 31st 2025.

Works not complying with all the rules will not be accepted.

An artist may submit up to **six** works in each of the categories, ie hanging/standing **and** browser. The Hanging Committee will have the final decision if space is limited.

1. Hanging/standing items.

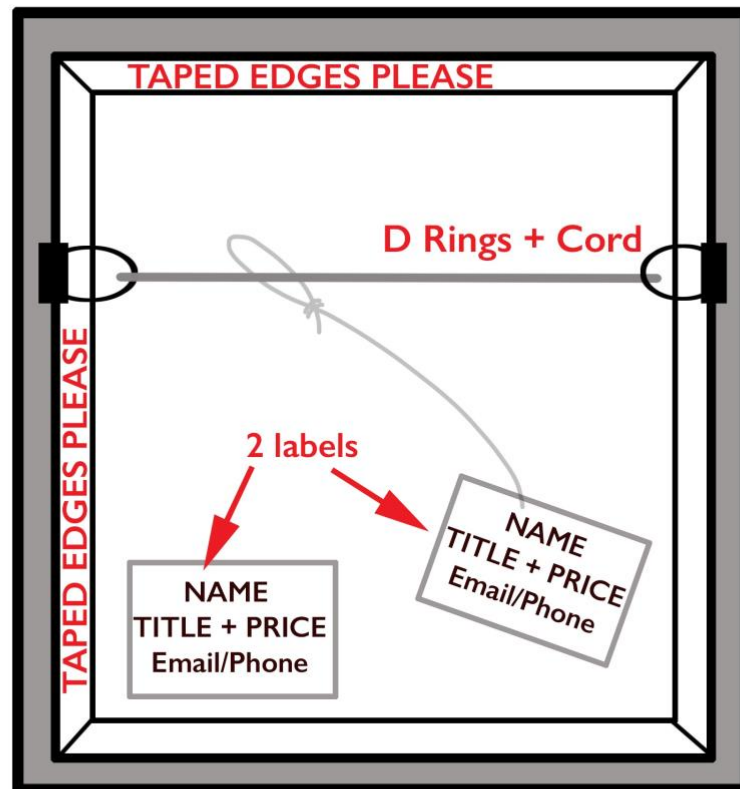
All works that are to be hung must be framed or mounted suitably – **please see diagram.**

- Please do not submit excessively large works. The committee will not accept works that are too heavy for the screens, or over 24x32 inches (600x800mm).
- Works to be hung on the screens must be fitted with D rings and cord ready for hanging.
- The backs of all works must be taped.
- No clip frames will be accepted.
- All old labels must be removed from the backs of the works.

All works for hanging must be accompanied by **two** labels showing the title, artist's name and telephone number or email address, and the price or NFS (not for sale).

- One must be stuck on the back of the work.
- The other label must be on a string or cord long enough to be flipped over the front of the frame during hanging. This label should not be visible once it is flipped back after hanging.
- Works for sale must be priced to include the frame or mount, ie the works must be sold as they are exhibited.
- Ceramics, pottery, carvings, and other works that are for display on a horizontal surface must be clearly labelled on the base, and must fall within the maximum size of 24 inches (600mm) in each dimension. Any support for display, other than a table top, that is needed must be supplied by the exhibitor.

THE BACK OF YOUR FRAME SHOULD LOOK LIKE THIS



The back of your frame should be strung with D rings and cord. Please tape the edges. Stick one label to the back and hang the second label on string so it can be flipped over to the front.

2. Browser works.

- All unframed works submitted for display in the browsers must be protected by transparent covering; the overall thickness must not be more than 5mm. Canvases are not acceptable in the browsers.
- All works for the browser must be accompanied by a label showing the title, artist's name and telephone number or email address, and the price. The label must be stuck to the back of the work.
- All old labels must be removed from the backs of the works.
- Any copies should be clearly labelled as copies, and may be displayed in a browser. This rule also applies to giclee prints.

3. Card Sales

- All cards for sale must be listed on the Cards Sales Sheet.
- All cards must be individually labelled with the Artist's name and price.
- Unpriced cards will not be accepted for sale.
- The Artist may provide a box or rack for display.
- No commission will be charged on card sales.

4. Entry forms must be submitted no later than **Friday August 15th.**

- A hanging fee of £2.00 per item is payable for all 'hung/standing' items, and £1.00 for items displayed in a browser; these fees are payable on delivery to the Village Hall on **Friday August 29th**. If a work consists of a triptych or other form when there are several pieces, each piece will be liable for a hanging fee.
- Artists must set their own prices for works to be sold; please note, a minimum price of £40 has been set for hung/standing items, and £10 for items from the browser.
- The Society will deduct a commission of 15% on the full price of all works sold.
- **All works and fees must be handed in at the Village Hall, Green Room on Friday August 29th between 13.30 and 15.30.**
- Packaging must be taken home after delivery.
- If you cannot manage to deliver at this time please contact us on muchhadhamartsociety@gmail.com and we will try to help.

5. The Exhibition will close at 16.00, and the hall will be cleared.

- All sold items will be taken down first.
- Purchased works must be collected from the desk at 16.00 where the receipt will be checked, or payment taken.
- All exhibited items will be accounted for on exit. Exhibitors must check out their sold and unsold works with a list held by a committee member at the door.
- Exhibitors must collect their unsold works between 16.30 and 17.00, and not before. Dismantling will start at 16.30 on **Sunday August 31st; please do not expect to remove works before this time.**
- Any unsold works will be stored at a cost of £1.00 per day; arrangements for this service must be made in advance.

6. Whilst all reasonable care will be taken with the exhibits, the committee and their helpers accept no responsibility for loss or damage to the works submitted, however caused. Exhibitors should make their own arrangements for insurance, if required.

7. All exhibiting members must help with the exhibition in some way.

- This may be in setting up or dismantling the exhibition, assisting on the welcome and sales desk, or helping with refreshments. Alternatively, you could supply a cake for the Refreshments Counter.
- Please state the help you can offer, together with the day and time.
- This section must be completed on the entry form so that we can plan the distribution of help.

- A rota will be circulated before the Exhibition.