

NORFOLK CREATIVE ARTS EXHIBITION APPLICATION FORM 2019

Return completed form no later than 31st March 2019 to address at the foot of this form. Please complete ALL sections. We will not pass your details to a third party.

Your details. Please write clearly							
Name							
Age	Under 18			Over 18			
Email							
Phone							
Address							
Website							
Twitter							
Instagram							
Keeping in touch							
We'd love to keep in touch with you to tell you more about our courses, events and activities. Please tick the boxes below if you are happy for us to contact you this way							
Post		Email		Telephone		Text Message	
If you would like to receive our Newsletter (via email) please tick here							
Art Work							
You can submit 3 pieces per artist. Complete the form below and send us a photo of each piece of work, clearly writing on the back of the photo your name, contact email/ phone number, title of work, size of the work framed, medium and price you are happy to sell for.							
Title		Size framed (cms)		Medium		Sale price	
Commission on Sales							
We will endeavour to pay within one month by cheque for any work that may be sold.							
I agree to comply with the Norfolk Creative Arts Exhibition rules of entry 2019.							
I agree to pay 25% Commission on Sales and £5 per piece exhibited for marketing.							
Please confirm who the cheque should be made payable to: _____							
Signed					Date		

Post the completed form to Norfolk Creative Arts, Church Hill School, 71 Gayton Road, Grimston, Norfolk. PE32 1BG
 Questions: Please email hans@Norfolkcreativearts.co.uk or call 01485 240 420

NORFOLK CREATIVE ARTS EXHIBITION APPLICATION FORM 2019

RULES OF ENTRY –PLEASE KEEP FOR YOUR RECORDS

Exhibitors

- Open to artists (amateur or professional) living within a 50 mile radius of Norfolk Creative Arts (PE32 1BG)
- Exhibitors agree to read and comply with all Norfolk Creative Arts rules as set out in this document
- Norfolk Creative Arts reserves the right to refuse exhibitors
- Open to any age, but if you are under 18 then please see stewarding rules of entry below

Exhibition

- Held in Norfolk Creative Arts, Church Hill School, 71 Gayton Road, Grimston, Norfolk PE32 1BG The school has a café on site and free parking in the former playground
- Dates: Private View is Monday 29th April 6pm till 8pm - Invitation only. (artists exhibiting + 1 guest are invited) Open to the Public Tuesday 30th April till Monday 6th May – 10am till 4pm each day
- Stewarding: If your work is chosen for the exhibition, We will ask you to commit to at least 2 hours of stewarding per work. When you are stewarding we ask you to be vigilant and keep your eyes open for thieves. If you are under 18 years of age then we ask that your parent or guardian commits to the 2 hours of stewarding.
- Publicity: Artists are asked to use their contact groups and lists to help promote the exhibition.
- Insurance: Norfolk Creative Arts advises each artist to be responsible for insuring their own work. Norfolk Creative Arts cannot be held responsible for any work that may go missing during the stewarding times whilst the exhibition is open. Norfolk Creative Arts is locked overnight and there is an alarm system.
- Commission: is 25% on all work exhibited
- Norfolk Creative Arts reserves the right to not hang work which is not presented in clean, undamaged frames, and strung according to our guidelines (see later)

Artwork

- Must be your own original work. Due to copyright laws, the work must not be a copy of any other artists work or use an image from a photograph, which has not been taken by yourself and has been published, without the prior consent from the person who took the photograph.
- Any prints submitted must be original prints and clearly identified e.g 1/50. Giclee prints are not accepted
- Can be in any 2D Medium (including Photography and print) and 3D Sculpture
- Any piece must not exceed 120cm in width or height (Framed Size). Norfolk Creative Arts will not accept work that exceeds the maximum size of artwork.
- Must comply with the standards of framing and presentation as detailed later in this document.
- All work must be for sale. It is up to you as the artist to price your work. Please remember to take into consideration your framing costs and the Norfolk Creative Arts Commission.

Framing and presentation of work

- You can submit an unframed canvas but it must be strung using D rings and a taut appropriate cord or wire (not household string etc.)
- Any other 2D work must be framed. The frames must be well made, clean and undamaged again using D rings and a taut appropriate cord or wire (not household string etc.) Backing Boards of framed work must be clean and sealed securely by artist's gummed paper tape
- If you are supplying sculpture, it needs to have a solid base and if required, the artist is to supply a plinth for it to stand on.

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Labelling

- Hung work: One white label firmly attached to the back stating your name, title of work, medium and price. Second label (for hanging purposes): Same info written on a cardboard luggage label which is attached to one D ring by a string which lets this label hang down below the base of the frame. Hangers need to be able to see this label when the work is in place.
- Sculpture: a large white label securely and neatly stuck on the bottom of the piece with your name, title of piece, medium and price.

Application Process

- You may submit 3 pieces of work per artist.
- The artwork must not have been in any of our previous exhibitions.
- You must submit a photo or photo printed onto printer paper of each piece of work with your name, title of work, medium, size (framed), contact address, email and phone number and price clearly written on the back of each photograph
- Closing date of application is the 31st March 2019.
- As we are a small venue, we can only accommodate about 100 pieces so hence it will then go to a panel of judges to decide which pieces will be shortlisted.
- If you are successful in being shortlisted, you will be notified by email by 12th April 2019

Delivery and collection of Art work

- Anyone Shortlisted will be asked to deliver their work to Norfolk Creative Arts on Friday 26th April between 9am and 6pm. (Please ring the doorbell on the grey gate with the numbers 71, next to the black post box)
- If this time is unsuitable, please contact us to arrange an alternative time and date
- When delivering your work, you will receive a receipt for each piece of work. Please keep the receipt safe.
- If you were shortlisted but your work is then unsuccessful in being exhibited, we will notify you by email to arrange a time for you to collect your work
- You will be advised by email if your work was sold.
- Collection of unsold work is on Monday 6th May between 4pm - 6pm. No sooner.
- You must bring the receipt that you received when you dropped off the work.
- If you cannot collect the work yourself then you must pass on the receipt to the person who will be collecting the work.

Commission

- Norfolk Creative Arts commission is 25% of the sale price.
- We will endeavour to pay artists within one month from the end of the show, but we must receive clear funds first from the person who has purchased your work

Miscellaneous

- We cannot accept CVS or business cards to be displayed next to the artwork
- By entering the competition and signing the Norfolk Creative Arts Exhibition Application Form 2019 you are agreeing that we can use any images of your work for publicity/marketing
- We will be in touch if we require you to email us a high resolution image of your work for marketing and publicity purposes
- We will be printing exhibition posters, postcards and brochures. The brochures will include a list of all the works exhibited. All artists exhibiting are asked to contribute £5 per work exhibited towards the costs, which you can pay when you drop off your artwork.
- It would be much appreciated if every artist could take some exhibition posters and postcards and display them around your the local areas
- Our website address is www.norfolkcreativearts.co.uk where you can see full details about our art courses and activities
- We will be asking the public to vote on their chosen best piece from the exhibition and a prize will be given to the winner.
- We look forward to receiving your application. Good Luck