

# Holiday Sketching Open Art Exhibition

22 October - 10 November 2010

Please complete this form clearly in ink, and submit it with your work and fee to Harbour House on Monday 18 October between 9.30am and 12 noon

It is not possible for Harbour House staff to give advice or assistance on the handing-in day. Please contact us in advance if you would like guidance.

## ENTRY REQUIREMENTS

All work must be for sale.

No work may have been submitted to a previous Harbour House Open Art Exhibition. You may submit up to 4 pieces of work \* in any medium. At the selectors' discretion, you may in addition display the same number of unframed works, backed with card and wrapped in cellophane, for display in a gallery browser.

\* A piece of work may be a small group of items which are only for sale as one group e.g 3 small pieces of ceramics, a suite of jewellery, a pair of canvases, etc.

Each item (including 3D and unframed work) must be clearly labelled on the back or base with artist, title, medium and price.

Title: Havana Skyline
Medium: Watercolour
Artist: Columbus Fairweather
Price: £70

Reproductions are inadmissible.

In the case of printmaking, photography and digital art, the archival properties and numbering of the edition should be clearly stated e.g 3/8, A/P etc.

All artists whose work is selected must steward in the gallery for up to two half day sessions.

## PRESENTATION OF WORK

Works for hanging must have D-rings and picture cord fitted approximately one third of the way down the frame.

Mounts and frames must be neutral, clean, of professional standard, and in proportion to the work.

We cannot accept coloured mounts, gold frames or clip frames. Unframed canvases must have clean or painted edges, with no staples or tacks visible.

Work in frames must not touch the glass.

## HANDING IN

Strictly between 9.30 and 12 noon on Monday 18 October.

Work must be unwrapped, correctly labelled, and accompanied by a completed submission form and a non-refundable fee of £5 per hanging or 3D item. For any 2D work over 150cm wide or high the submission fee is £10 per item.

You may also enter **up to 10** greetings cards of the **submitted work**.

Only cards from selected works will be displayed. Whether professionally produced or self assembled, these cards must be made to a high standard and packaged in cellophane bags. Your name must be clearly marked on the back of each card.

For ease of administration, these cards will be on sale at **£2 each** and there is no need for you to price them individually.

There is no fee for the greetings cards or the additional unframed works for display in a gallery browser.

#### STEWARDING

Please bring your diary, as you will need to nominate two half day stewarding sessions during the exhibition. If you are unable to hand in your work in person, please appoint a representative to deal with this on your behalf.

**We will telephone to confirm your stewarding commitment.**

Please also supply a brief artist statement and/or information about the works submitted (no more than one side of A4) for the selectors' use and for display in an information folder during the exhibition. Please take this opportunity to explain how your works relate to the theme of **Holiday Sketching**.

#### SELECTION OF WORK

Works will be selected by an invited panel of artists and the exhibition will be hung by a gallery panel, whose decision is final, and no correspondence will be entered into.

Some works may be selected, but not immediately hung in the exhibition. These will be kept in reserve to replace sold work.

#### INSURANCE

Harbour House cannot take responsibility for loss or damage to works.

Artists are advised to make their own insurance arrangements.

#### OUTCOME OF SELECTION

We will phone on Thursday 21 October to inform you of the outcome of your entry.

#### OPENING VIEW

You and your guests are invited to join us on Thursday 21 October between 6 and 8pm.

Please look out for details of our Gallery Talk.

#### SALE OF WORK

Harbour House takes 25% commission on sales of artwork and 10% on cards.

You will be sent a cheque shortly after the close of the exhibition.

#### COLLECTION OF UNSOLD WORK

Thursday 11 November strictly between 10am and 1pm.

Work may not be taken before the end of the exhibition except by prior arrangement. Unless arrangements have been agreed in advance, a storage fee of £5 per day will be charged for uncollected works.

# Your Copy

Name

Address

Postcode

Telephone

Mobile

Email

Website (if any)

<b>Work No.1</b> Title:..... Medium:..... Size:.....Price:.....	<b>Work No.2</b> Title:..... Medium:..... Size:.....Price:.....
<b>Work No.3</b> Title:..... Medium:..... Size:.....Price:.....	<b>Work No.4</b> Title:..... Medium:..... Size:.....Price:.....

Hanging Fee enclosed: £5 £10 £15 £20 ( Please circle)

My appointed representative is.....

No of submitted unframed works

No of Greetings Cards

I agree to abide by the requirements of the Harbour House Open Exhibition:

Signed:..... Date.....

Payment received with thanks £

# Harbour House Copy

Name

Address

Postcode

Telephone

Mobile

Email

Website (if any)

**Work No.1**

Title:.....

Medium:.....

Size:.....Price:.....

**Work No.2**

Title:.....

Medium:.....

Size:.....Price:.....

**Work No.3**

Title:.....

Medium:.....

Size:.....Price:.....

**Work No.4**

Title:.....

Medium:.....

Size:.....Price:.....

Hanging Fee enclosed: £5 £10 £15 £20 ( Please circle)

My appointed representative is.....

No of submitted framed works

No of submitted unframed works

No of Greetings Cards

No of framed works accepted

No of unframed works accepted

I agree to abide by the requirements of the Harbour House Open Exhibition:

Signed:..... date.....

Payment received with thanks £

Harbour House welcomes your views about our exhibitions/events

Please send ideas/comments/suggestions in letter form to the office

Would you be interested in helping to hang future open exhibitions?

YES NO MAYBE (please circle)

Would you be willing to help with the handing in process for future open exhibitions?

YES NO MAYBE (please circle)

Would you be interested in occasional stewarding for community events such as our primary schools exhibition?

YES NO MAYBE (please circle)

---

*This submission form is solely for the use of artists applying to Harbour House. It may not be used or reproduced by any individual or organisation without the prior consent of Harbour House.*

Harbour House 2010 ©