

**CAMBRIDGE DRAWING SOCIETY PITT BUILDING EXHIBITION 2019**


**Founded 1882**

Open to Public: Saturday 23<sup>rd</sup> – Saturday 30<sup>th</sup> March 2019

Confirmation	<input type="checkbox"/>
Payment	<input type="checkbox"/>
Database	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>

**HAND-IN DAY: TUESDAY 19<sup>th</sup> MARCH, 10.30am to 12.30pm and 6.00pm to 8.00pm**

**Please use BLOCK CAPITALS**

No.	Medium	Title for catalogue	Framed		Unframed	
			Price	* Ship (£)	Price	No.
1						
2						
3						
4						
5		unframed work				
6		unframed work				
Enter cross in box if submitting 25 cards (All cards will be sold at £2.50 each) 						

Members who submit framed works may also submit two unframed, original works (**A3 Size Maximum, excluding the mount**) on paper or card, mounted and cellophane wrapped.

Members may submit ONE work only 'Not For Sale' for an additional fee of £20.

\* Shipping of work – If you are prepared to ship your framed work if requested by a purchaser to secure a sale, please enter shipping amount to be added to your framed price (UK mainland only – purchaser to pay).

**Note:** Artists **MUST** deliver **all** unframed work **before** the Private View on Friday 22<sup>nd</sup> March 2019. (See member rules and guidelines).

**ARTIST'S NAME & ADDRESS** Title (Mr/Mrs/Miss/Other) .....

(Block Capitals) .....

..... Post code .....

Tel No. .... Email .....

Standard Handling Fee **£20.00** .....I have signed up to help. Please tick box

Additional (non-helper) fee\*\* **£20.00** .....\*\*All members **not** helping are required to pay the fee

Not for Sale Fee (1 work only) **£20.00**

TOTAL **£.....** **Cash/Cheque/BACS** (delete as applicable)

BACS: **Payee:** Cambridge Drawing Society **Sort Code:** 60-04-23 **Account no:** 24183032 **Reference:** Your name

I understand that it is no longer possible for the Cambridge Drawing Society to insure works on exhibition and whilst every care will be taken, the Society cannot be held responsible for accidental damage or loss.

Signature.....

● **This form must be returned to the Honorary Secretary by post or email to arrive no later than Friday 8<sup>th</sup> March 2019. Late entries cannot be accepted.**

Steve Ashman, Honorary Secretary, 315, High Street, Cottenham, Cambs. CB24 8TX

## Supporting Information

All the information in the submission form needs to be replicated for each exhibit on **TWO LARGE LABELS**. One label should be stuck firmly to the back of each work and the second label hung to the front of your exhibit on a long tie that hangs at least half-way down the front. Please ensure the information on your labels is **IDENTICAL** to the information submitted on this form.

\*Include your Address on the label on the back of your works if wish to inform purchasers

### LABEL EXAMPLE

Full Name*	WILLIAM SHAKESPEARE
Letter ID of Work	1
Medium	ACRYLIC ON CANVAS
Title of Work	A MIDSUMMER NIGHT'S DREAM
Price	£150

**EMAIL SUBMISSION:** Please follow the guidelines below to help ease the Secretary's work, and remember to bring a paper copy along with your payment on hand-in day.

All artworks to be delivered to the Pitt Building, Trumpington St on Tuesday 19<sup>th</sup> March 2019 between 10.30am and 12.30pm or 6.00pm and 8.00pm

### Collection of Unhung Works

- Members **must collect** their unhung works from the Pitt Building on **Thursday 21<sup>st</sup> March 2019 between 4.00pm and 6.00pm.**
- For members that have all their works selected for exhibition, an email or text message will be sent on the evening of **Wednesday 20<sup>th</sup> March 2019**, to avoid an unnecessary journey.

Regrettably a shortage of space in the Pitt makes it impossible to store any artworks. If you cannot collect them yourself please make arrangements for someone to collect on your behalf.

PLEASE READ THE THROUGH THE MEMBERS RULES TO ENSURE THAT YOU FULFILL ALL OF THE ENTRY REQUIREMENTS. THE RULES HAVE BEEN UPDATED AND CONTAIN ALL THE INFORMATION AND GUIDELINES YOU NEED.

**PLEASE MAKE SURE YOUR FRAMING QUALITY MEETS THE REQUIREMENTS SPECIFIED IN THE RULES. ANY CORRECTION OF QUALITY ISSUES IDENTIFIED AT HAND-IN WILL ATTRACT A CHARGE OF £5.**

**Important: The information submitted on this form will be used for the exhibition catalogue. It is essential all information is accurate. Any change requests made after submission deadline will not be accepted.**

This submission form can also be downloaded from the Society website. You can also make your submission on-line via the website. <http://www.cambridgedrawingsociety.org>