

PITT BUILDING EXHIBITION 2018 – Member Rules

- Members living within a 30-mile radius of Cambridge are entitled to submit works. Members elected in or after 1996 and who subsequently move outside this radius will cease to be eligible to send in work for exhibition after a period of 3 years from the date of moving.
- **Exhibits** may be drawings, paintings in any medium, prints (except computer-generated), ceramics or sculpture (but not domestic pottery). All work submitted must be original, whatever the medium. **NO** photographic reproductions or computer-generated, digital prints of original works executed in other media are acceptable.
- Members **must not** submit any work produced for their own **Open Studio's** in the **Spring Exhibition**.
- **Number of Works.** Each member is entitled to submit a maximum of **FOUR** framed works. Please note that **NO FEWER THAN TWO WORKS MAY BE SUBMITTED**. The submissions may be work that has been produced within the last three years, but they **must not** be works previously exhibited in the Cambridge region. Each picture must be framed separately. The handling fee ensures that at least one work will normally be exhibited but the Society reserves the right to refuse any work deemed unsuitable for any reason. The President's decision will be final. **Only ONE** work may be '**Not For Sale**'.
- **SCULPTURE.** Sculptors are requested to provide their own plinths or appropriate supports for their works.
- **Unframed Works:**
 - In addition to framed works, all artists may submit a maximum of two unframed ORIGINAL works (e.g. watercolours, Monoprints etc.) on paper or card (**NO GICLÉE REPRODUCTIONS**). The works must be mounted and cellophane covered and may be up to A3 size, excluding the mount. Each work should be clearly labeled, with the artist's name, medium, title and price on the reverse. The exact number of unframed works indicated on the submission form must be delivered, together with their framed works on the hand-in day.
 - *Printmakers* are requested to mount and cover extra edition prints of exhibited framed work. Each print should be clearly labeled, with the artist's name, printing technique, title and price on the reverse. The exact number of unframed prints indicated on the submission form must be delivered to the Pitt Building **before** the Private View.
- The Society will retain a commission of 33% on all sales.
- The Submission Form must be sent or the same information emailed to the Honorary Secretary, Steve Ashman <steve1.ashman@ntlworld.com> .The deadline for submission forms is **12 days before** the handing-in day, on **Friday March 30th 2018**. **Late entries will not be accepted**.
- **Delivery of Work.** All work, except unframed prints, must be delivered, unpacked, to the Pitt Building, Trumpington St, Cambridge, on **Tuesday 10th April**, between **10.30am** and **12.30pm** and **6.00pm-8.00pm**. Applicants will be notified about parking arrangements a week before the exhibition. **NO WORK WILL BE ACCEPTED AFTER 8.00pm**.

- **Handling Fees.** If you are posting the submission form please enclose your entry fee. Electronic on-line entries require that you pay by BACS transfer or on handing-in day, together with a paper copy of your submission form.
- It is assumed that you will not object to your work being photographed for use in promoting future exhibitions; if this is unacceptable please write to the President or Secretary.

FRAMING GUIDELINES

- **ALL PICTURES MUST BE FRAMED** including works painted on wooden panels. The only exception will be 'deep edge' canvases i.e. canvases with minimum depth of **36mm** painted on the sides and stapled on the back, not on the sides.
- **Clip frames, silver frames and plastic frames will NOT** be accepted.
- All pictures must be **glazed and completely sealed** except oil paintings, acrylic on canvas or wood and egg tempera on wood.
- High quality, transparent non-reflective glass is accepted (e.g. Artglass)
- ALL PICTURES MUST BE WELL FRAMED and fitted with D-RINGS and PICTURE WIRE / CORD READY for HANGING. Please note that **SCREW EYES will NOT be accepted.**
- **Brightly coloured** mounts may not be accepted

ANY CORRECTION OF FRAMING QUALITY ISSUES IDENTIFIED AT HAND-IN WILL ATTRACT A CHARGE OF £5.

COLLECTION OF UNHUNG WORK

- Please come to the back of the Pitt Building (via Botolph Lane) on Thursday 12th April, **between 4pm and 6pm**. You will be asked to sign for the works, which will then be returned to you.
- Regrettably there is no storage space for **any artworks**. If you have not been informed by telephone that all of your entries will be hung, please assume you will be required to collect any unselected works.
- **Collection of Unsold Work.** Unsold work must be collected on Saturday 21st April between **5.00pm and 6.30pm**. Every effort is made to dismantle the artworks safely and undamaged in the 60 minutes between the exhibition ending and collection and for this reason we ask that you do not arrive **BEFORE 5.00pm**. If you are unable to collect the works yourself please ensure that you have made suitable arrangements for the work to be collected by a colleague. A charge of **£5** will be made on **EACH** uncollected work.
- **Insurance.** It is no longer possible for the Society to insure any works submitted. Exhibitors may wish to investigate their own separate cover (probably as an extension of an existing "All Risks" policy). While every care will be taken, the Society cannot be held responsible for accidental damage or loss.

REMINDER: Private View Friday 13th April 5.30pm – 8.00pm

Private View Cards will be available at the AGM on 15th February, or from the Secretary's home address; 315, High Street, Cottenham, Cambs. CB24 8TX. Electronic copies will be emailed to the members.