



# Dalkeith Arts

## Autumn Open Exhibition 2017

(October 11<sup>th</sup> – 28<sup>th</sup> October)

### Artists Exhibit Submission Form

(submission Wednesday 11th October 4.00pm-7.00pm)

If possible, please pre-register your submission to help compile the exhibit labels and catalogue quickly. Pre-registration details (and technical questions) should be sent to [dalkeitharts@aol.co.uk](mailto:dalkeitharts@aol.co.uk) or [n69ross@gmail.com](mailto:n69ross@gmail.com)

Please complete and bring this form when handing work in. Please write/print clearly or use MS-Word

NAME:	e-mail:
ADDRESS:	
Telephone:	
specialism:	No. of pieces (maximum 3):

Title of work	Medium	£	(DA use)
Additional work (e.g. in browsers):			
Notes:			

**By submitting these original works, I agree to the terms and conditions overleaf** (please read these):

(Note: work should remain *in situ* until 12:00pm on Saturday 28th October, and should not be re-priced from what is stated on this form or, unless by arrangement with a DA committee member.

Signed:	Date:
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**Exhibition Venue: *Riccio Gallery, 17 South Street, Dalkeith, EH22 1AH***

You are cordially invited to exhibit at DALKEITH ARTS's Autumn Open Exhibition 2017 at Riccio Gallery, 17 South St, Dalkeith

**Handing in:** Wednesday 11th October 4.00pm to 7.00pm

**Private view:** Friday October 13th 6.30pm – 9.00 pm – your chance to bring your supporters and guests to celebrate your efforts and meet fellow artist's

**Public open dates:** Sat 14th to Sat 28<sup>th</sup> October, 10.00am to 4.00pm except Sat 28<sup>th</sup> 10.00am – 12 noon, closed Sundays.

**Exhibition end/take down:** Saturday 28th October 12.00 - 2.00pm.

**Submission:** Each artist may submit up to **THREE** pieces of original work, suitably framed (diptychs or triptychs should be presented in one frame or will be considered as two or three submissions respectively). Unframed stretched canvases are accepted. While DALKEITH ARTS will endeavour to hang/display as many as possible, we reserve the right to withhold some artworks if space is at a premium. Where possible artists are requested to pre-register by informing Mechelle Baxter (to speed up labelling and catalogue), but still must bring a paper copy of the submission form at exhibition hand-in. Blank submission Forms will be available from Dalkeith Library and at Riccio Gallery leading up to and on the handing-in evening. There is a **£1 submission fee** per piece of original hung artwork. Artists can submit unlimited unframed (flat) items for the browsers with no submission fee. Indicate these as additional work. Anyone willing to volunteer help hang the exhibition on Thursday 12th October your assistance would be welcomed – contact us.

**Commission:** All work must be available for sale. Dalkeith Arts will charge **15%** commission on all sales made during the exhibition, including sales from the browser. Dalkeith Arts will endeavour to pay artists for any sold work at exhibition end or within two weeks by post, to the address you provide on the submission form. Please do not alter your prices during the exhibition from those set at the hand-in of work.

**Preparation:** All works must be labelled on the back with the *artist's name, artwork title, media and the price.*

If the work is based on another artist's work, that must be stated (e.g. *after Vettriano's "Dancing Butler"*).

It is essential that two wire loops, D- or O-rings, are attached to the back of the frame or canvas, one on each side, large enough to engage the hanging hooks we use during exhibitions. There is no need to have string or wire on the back of each work. No artworks in "Clip" frames will be accepted for hanging.

Work for the browsers should ideally be mounted and cellophane wrapped. Framed items or work on stretched canvases will not be accepted for the browsers.

**Handing In/Collection:** All works, together with your completed Submission Form, must be handed in at Riccio Gallery, 17 South St Dalkeith, between 4.00pm and 7.00pm on Wednesday 11<sup>th</sup> October and must remain *in situ* until 12 noon on Saturday 28<sup>th</sup> October after which they can be collected (by artists or buyers) between 12.00 noon and 2.00pm.

**Exhibition Rights:** DALKEITH ARTS reserves the right to reject works and its decision will be final.



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**Insurance:** Artists are responsible for their own insurance of any artworks/craftworks that they submit. While the exhibition will be supervised, DALKEITH ARTS will not be liable for any loss or damage that occurs in the course of hanging or during the course of the exhibition.

**Manning the exhibition:** DALKEITH ARTS is run by volunteers who are passionate about the arts. Without them these exhibitions would not happen. **All submitting artists (or their nominated deputies) must volunteer to supervise the exhibition** and conduct any sales for at least one 3 hour stint, morning or afternoon (usually in pairs) during exhibition opening hours. Please uphold your obligation by signing up to the supervision rota at hand-in.

**Preview Night:** Bring your guests to preview the exhibition and the excellent artworks while enjoying a soft drink or glass of wine with our compliments on Friday 13<sup>th</sup> October, 6:30 – 9.00pm.

Please help publicise the exhibition by telling friends about it, and if you can by sharing it on Facebook ([Dalkeith Arts](https://www.facebook.com/DalkeithArtsnCrafts)) (<https://www.facebook.com/DalkeithArtsnCrafts>) or Twitter ([@Dalkeith\\_Arts](https://twitter.com/Dalkeith_Arts)) ([https://twitter.com/Dalkeith\\_Arts](https://twitter.com/Dalkeith_Arts)).

**Riccio Gallery is offering a 40% discount on framing for artists exhibiting at this year's Autumn show. Carlo has asked that framing inquiries are made by Monday 11th September, stating at the time that it is for Dalkeith Arts Autumn Exhibition.**

#### **Pre – registering for cataloguing and labels:**

You can email your completed submission forms to [dalkeitharts@aol.co.uk](mailto:dalkeitharts@aol.co.uk) or email Newton Ross for any technical questions [\\_n69ross@gmail.com](mailto:n69ross@gmail.com)

Website: [www.dalkeitharts.org](http://www.dalkeitharts.org) news(blog): <http://newsblog.dalkeitharts.org/>