

Please read and keep this information sheet. **You will need to tick “I have read and accepted Conditions of Entry” when you submit your entry form.**

ALBANY ART GROUP EXHIBITIONS

ENTRY FORM AND FEES

1. List your entries in order of priority for hanging as it is possible all works may not be able to be hung depending on the space available to us.
2. Please pay your entry fee of \$30 by bank transfer to Albany Art Group, using your name as the Reference: BSB 633 000 Account No 171752959 or by eftpos during a group session.
3. **Entry Forms to be completed as word or excel document and typed and emailed so your entry can be copied to the artist database. We can no longer accept hand-written entries as it adds too much work to our volunteer team. If you're not sure how to do it, ask a friend or family member to help.**
4. Email completed entry forms to albanyartgroup@yahoo.com and the Coordinator (as advised).
5. 10% commission is charged on sales to help cover exhibition costs. This commission rate is a trial run for one year and will be reviewed. This decision was made in order to help all participating artists in covering their costs if they make sales.

ENTRY CLOSING DATE Once the date is announced, no late entries will be accepted

ENTRY CONDITIONS:

- Submit entry form by closing date with required fees.
- Be a financial AAG member.
- Have attended at least 3 AAG activities in the past year. These can be either general meetings, group activities or AAG workshops.
- **Please do your roster duties** depending on the roster positions to be filled for the particular exhibition. If you cannot personally do rosters you may substitute someone capable of filling in for you to help out (they need to be able to assist sales and packaging). This can be another AAG member willing to help you. This is your responsibility to sort out.
- As we are all volunteers, in addition to rosters please be prepared to help in various tasks involved in setting up and running the exhibition. If you can do extra tasks that would be greatly appreciated.
- All works must be for sale. Mounted works minimum \$30. All other works minimum price \$50.
- **Artists must check their entries on the database when requested to do so, prior to labels being printed. No changes will be made once labels are done. No labels can be printed during the exhibition.**
- **Owing to space constraints, in the majority of times, we can only accept three main works for the initial bump-in.**
- **Of three main entries only one Large category work can be accepted (see entry forms for sizes).** Replacements can include other large works. AAG is a far larger group than it used to be and we also need to acknowledge the constraints of limited exhibition spaces.

- **If you are a sculptor and only exhibiting 3D art or you are exhibiting 3D art as part of your “Mounted” work section**, you are allowed only a **maximum of 3 artworks** in 3D. However this is also dependent on the number of plinths available to the exhibition team and the size of your 3D art, and might be adjusted accordingly at the Condition Check.
- Frames to be of a professional standard, clean and without damage. **Plastic frames and plexiglass** instead of glass are **not** acceptable, as they easily get scratched and damaged.
- Works should be safely framed ready for hanging, with standard hanging attachments. **Please use large D rings. Our sponsor, Icky Finks, have ANTON D rings, which are ideal. If the D rings are too small works will be rejected, or you will need to change them before the work can be accepted. D rings to be 5 to 7 cms from top of frame. Please use cord – not wires.**
- If your work is behind glass please make sure the **glass is clean** inside and out, and the mount is unmarked and undamaged.
- **All artworks need to be professionally presented.** If you have your work professionally framed that is acceptable as is. If you are unsure as to the standard of presentation, consider how a professional framer would frame the work and that is the standard to emulate. If you're in doubt, it is your responsibility to contact the exhibition officers for clarification.
- **Second hand frames are acceptable but must be in ‘as new condition’.** Spotlight frames (in new undamaged condition), except for the plastic types, are acceptable.
- **Unframed works must be on stretched canvas or cradled wood panels available in the market, including at Icky Finks.** Please make sure to have the painting carried around the edges or edges in order to present the work professionally. We will only accept professionally presented cradled panels or stretched canvases. If you're in doubt please contact the exhibition officers for clarification.
- If you have any queries or doubts as to the suitability of the presentation of your works it is your responsibility to contact the Exhibition Officers to clarify any issues. Please feel free to contact Ron and Marjan on 0473386243.
- Mounted works to be securely covered with acid free cellophane or plastic. **Mounts must be clean and undamaged.**
- Maximum size for Mounted works is A3 for the artwork, and plus mount (larger than this are too large for racks and look unprofessional). This means the actual painting/drawing is A3 maximum. Obviously you will need to avoid mounting your A3 artwork with excessive size of mount on each side that might sit uncomfortably in our mount racks. The total overall size shouldn't exceed 50 x 60 cm
- All work must be original and the sole work of the artist. Should works be copied from another artist you must acknowledge the original artist in the title. If works are based on photographs that are not your own consider permission and copyright issues.
- It is expected that works are new. We accept replacement works that have been displayed previously... but only for replacements.
- All paintings need to be dry, (no wet paint) otherwise won't be accepted.
- **There are special provisions for printmakers.** Please enquire if you wish to exhibit.

- **Owing to space limitations we cannot guarantee all entries will be hung/displayed on bump-in. Please list your entries, particularly Main entries, in order of priority; if some cannot be hung initially they will become your first replacements.**
- **Attach temporary labels with your name and title of work on the **top** of framed works or **top right** of mounts with small piece of magic tape (Other tapes sometimes take the paint off the frame). Yellow post-it labels need taping. Also put name, medium and title on reverse, for the buyers' information. Any tape needs to be placed at the back of the artwork to avoid marking the frames.**
- **Don't bring your replacement works to the bump-in.** You will be notified of a sale, then bring one of **similar size** from your replacement list.

EXHIBITION CLOSING AND BUMP-OUT: Please arrive on time to collect your artworks and help in cleaning the exhibition space.

Please follow the guidelines and help AAG Condition check and Exhibition team who are volunteers to carry out their duties appropriately. The Condition Check team reserves the discretion to reject artworks that do not meet AAG's standards of presentation.

Albany Art Group has built a reputation over the years of a high standard of exhibitions. Thanks to all AAG members who have participated in the past for helping to achieve this standard.

With your ongoing support and understanding, we look forward to presenting excellent quality exhibitions to our audience in Albany and beyond.