

# The RGA 88<sup>th</sup> Annual Exhibition



## *...and the waters flowing by...*

Dear Exhibiting Member,

It's time to prepare for our 88<sup>th</sup> Annual Exhibition, *...and the waters flowing by...*, which opens on Saturday 17 March 2018 at The Old Fire Station Gallery, Henley-on-Thames.

Attached are the "Exhibition Guidelines" for framed works which will help you prepare your work for the exhibition. Please follow them carefully. Any updates will be sent by email and can be found online at [www.rga-artists.org.uk](http://www.rga-artists.org.uk). Members wishing to submit 3D work please contact me to discuss your requirements.

As you may know, space at the Old Fire Station Gallery is limited and our fast-growing membership means there will be selection of work by Full Council. We may be unable to hang every work that is submitted. We regret that there are no refunds of submission fees if work is not chosen for this exhibition. Members should not be disappointed if their work is not selected as there will be other opportunities this year.

We need **volunteers** to work alongside the Exhibition Team during the hand-in, setting up and hand-back, as well as helping with advertising and at the Private View. I will contact members to ensure we have coverage of all necessary tasks.

**Important: We need two stewards on duty at all times during exhibition opening hours. All exhibitors must volunteer for at least one morning (10:00 – 13:00) or afternoon (13:00 – 16:00) session as a condition of having their work considered for this exhibition. If you are unable to offer stewarding dates please contact me before hand-in.** Please check your diary, and enter 2 possible sessions at the bottom of the **Artist Information Sheet** or email them to me. There will be a steward organising the rota at hand-in should you need to change dates.

If you would like to submit work but you are unable to attend the hand-in or the hand-back, we may be able to organise help from another member. Likewise if you are able to offer help taking work to Henley, or car-share, please contact me.

The **Private View** is on **Sunday, 18 March 2018 with the official opening at 2:30pm although the gallery will be open from 10am. The opening includes the presentation of the Marie Dyson Award.** Parking is free in Henley on Sundays.

We will invite previous buyers, potential clients, and supporters of the RGA, however, if you would like to suggest any gallery owners, business contacts or other potential buyers we could invite on your behalf to the Private View, please let me know as soon as possible.

The whole Exhibition Team look forward to seeing you at our 88<sup>th</sup> Annual Exhibition.

Hilary Parkinson  
Exhibition Secretary

**Contact:** If you have any questions please contact the Exhibition Secretary, Hilary Parkinson  
Phone: 07881 815445 or Email: [exhibitions@rga-artists.org.uk](mailto:exhibitions@rga-artists.org.uk)

# Guidelines

## How to prepare your work



**The Old Fire Station Gallery, 66 Market Place, Henley-on-Thames, RG9 2AG**

Saturday 17 March 2018 – Tuesday 27 March 2018, 10:00 – 16:00 daily

**Hand-in:** Wednesday 14 March 2018, between 14:30-16:30

**Hand-back:** Tuesday 27 March 2018 between 16:00-18:00 (parking free after 17:00)

**Parking:** We are aware of parking problems in Henley. Suitable short-term parking can be found close to the Town Hall in the council run Greys Road car park or Kings Road (Waitrose) car park. See [www.henleyonthames.org/visitor-information/car-parks.asp](http://www.henleyonthames.org/visitor-information/car-parks.asp) for more information. Please note that the area outside the gallery is a “no parking” zone with active traffic wardens, although it is possible to pause briefly for unloading at your own discretion.

### Is your framed work ready to present for selection? You may submit either:

- Two works up to 750mm largest dimension
- OR**
- One work up to 1.25m largest dimension
- PLUS**
- One small work no bigger than 320mm largest dimension.
  - All dimensions to OUTSIDE OF FRAME.
  - At least one work should reflect the exhibition title.
  - The work must be original and not previously submitted to an RGA exhibition.
  - Reproductions and giclee prints will not be accepted.
  - Your work must have D rings or screw rings attached plus a picture cord.
  - Frames and mounts should ideally be simple and light coloured, as this makes it easier to place works in close proximity to each other, and show all work off to best advantage.
  - Clip frames and non-reflective glass will not be accepted. Glazing must be glass and all framed work taped on back. Canvases do not require frames but edges should be finished.
  - Work that does not meet these guidelines will be rejected.
  - If you are submitting an “original” print for Hanging, which is one of an edition, please inform us on the submission form how many are available for sale.
  - One work may be “Not for Sale”.

### Is your work ready for the browser?

- You can submit up to 2 mounted works for the browser.
- The work must be original. Reproductions and giclee prints are not accepted.
- All works must be mounted, clearly labelled with your name, name of work and price, and sealed in cellophane.

### Fees per submission

**Framed:** £5 for each piece submitted (whether selected for hanging or not) payable at hand-in

**Browser:** Free if submitting framed work, or £3 per piece payable at hand-in.

### Pricing your work

In addition to the hanging fee, the RGA charges 25% commission on any work sold. The total selling price should be shown on all your labels. Only one piece may be submitted as ‘not for sale’.

### Labelling

It is important that the information about your work is **consistent**. You will need:

1. **Artist Information Sheet:** This acts as a record of the work you hand in. (You are advised to keep a copy for your records)
2. **ID label on each piece:** This stays with the work. ID label stuck on back, top left, on each piece in addition to any personal label.
3. **Catalogue label on each piece:** Tie this to the hanging cord on the back of the work and use a long string so it can hang over the frame at the front of the work. This label is used for cataloguing and is removed after hanging.

# Artist Information Sheet



The RGA 88th Annual Exhibition: *...and the waters flowing by...*

This sheet will provide a record of the work you have submitted for selection to the exhibition. It is held by the stewards, and may be used to contact you during the exhibition if there are enquiries about your work.

Please print clearly. Make sure the details match both the RGA ID label and the Catalogue Label.

## Your details:

Full Name:.....

Contact numbers:.....

Your email and address details will be taken from the membership list. If you are not sure if your details are correct please check the list at the hand-in.

## Your exhibition entries for selection:

**NB: 2 works max. 750 x 750mm, OR 1 work max. 1.25 x 1.25m (plus one small max. 320 x 320mm)**

<b>1st Title:</b>		
Medium:	Size:	Price: £
<b>2nd Title:</b>		
Medium:	Size:	Price: £
<b>3rd Title:</b>		
Medium:	Size:	Price: £

## Browser Entries

Title:	Price: £
Title:	Price: £

You are responsible for organising insurance for your work (if required). The organisers will take every reasonable care of works but neither the RGA nor individuals acting on their behalf can accept liability for loss or damage to any work submitted. Any work exhibited may be photographed for publicity purposes in connection with the exhibition, for RGA records and may appear on the RGA website.

Hand-in Signature: ..... Date: .....

Hand-back Signature: ..... Date: .....

**To be signed by the person who checks and receives your work on the day**

Members must offer to steward at least once as a condition of having their work considered for exhibition. Please contact the Exhibition Secretary **BEFORE HAND-IN DATE**, if you are unable to offer stewarding dates, on [exhibitions@rga-artists.org.uk](mailto:exhibitions@rga-artists.org.uk)

I am available to steward on these dates:

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# Labelling your Picture



**RGA labels** now have room for the date for the purpose of provenance. Please do not use older style labels.

A PDF of the labels can be downloaded from the RGA website's "Info for Members" page at: [www.rga-artists.org.uk](http://www.rga-artists.org.uk) (3 sets of labels on one A4 sheet) Check your printer "set up" to ensure ease of printing.

Each label serves a purpose and is essential to the smooth running of the exhibition.

<b>Catalogue Label</b> Please PRINT clearly		<b>READING GUILD OF ARTISTS</b> Reg. Charity No. 296307 <a href="http://www.rga-artists.org.uk">www.rga-artists.org.uk</a>
Artist: .....		
Title: .....		
Medium: .....		
Size (cm) W x H: .....		
No. of works submitted: .....		
No. of this work: .....		
Price (£): .....		
Contact phone: .....		
<i>Admin only</i> RGA Catalogue No: .....		

## Catalogue Label

This label must be attached to all **framed** work that is submitted. It is not needed on browser work.

It stays with your work during selection and hanging. When the hanging process is complete the works are numbered sequentially, and this is the order they appear in the catalogue. This list needs to be collated quickly and accurately and the label is essential.

When the work is hung on the walls the label must be visible. This is why it is attached to the back on long string so it can hang over the front of the frame.

When hanging is complete the Catalogue labels are cut off and numbered, and then used to create the list.

Please make sure they have all the right details on them!

Artist: .....	<b>READING GUILD OF ARTISTS</b> Reg. Charity No. 296307 <a href="http://www.rga-artists.org.uk">www.rga-artists.org.uk</a>
Title: .....	
Medium: .....	
Hand-in Date: .....	
No. of works submitted: .....	
No. of this work: .....	
Price (£): .....	
Contact phone: .....	
Email: .....	

## ID Label

This label must be stuck to the back of your framed pieces and can also be used on your browser pieces.

This label stays on the work and allows the organisers and any buyers to contact you.