

Museum Pop-up and RGA 89th Annual Exhibitions:



Guidelines for Exhibiting Members

The Exhibitions will be held in the Sir John Madejski Art Gallery, Reading Museum.

MUSEUM POP-UP EXHIBITION

Hand-in: Friday 15th February 2019 13.00 – 15.00pm

Set-up: Saturday 16th February

**Open: Monday 18th- Saturday 23rd February
10.00am – 16.00pm daily (including Mon)**

Hand-back: Monday 11th March 13.00 – 15.00pm

Exhibition Instructions:

You may submit ONE framed small work, no larger than 450mm largest dimension, including frame. (Works may be sold from the wall for this week only.) PLUS 6 Browser works (mounted, protected, clearly labelled with your name, title and price.)

Plus a maximum of 20 cards (priced in whole pounds, sealed in protective sleeves, labelled clearly with your name, title and price.)

3D works. If you wish to submit sculpture or non-hanging works, craft items, ceramics or handmade books please email RGA Exhibition Secretary exhibitions@rga-artists.org.uk before the hand-in date with the details. This also applies to anyone who has sketch books they would like to display but not sell.

89th ANNUAL EXHIBITION

Hand-in: Saturday 23rd February 2019 13.00 – 15.00pm

Set-up: Monday-Tuesday 25th to 26th February

**Open: Wednesday 27th February to Saturday 9th March.
10.00am – 16.00pm (except Sunday 3rd and Monday 4th March)**

Exhibition Instructions:

You may submit two framed works. ONE large work no larger than 1.50m largest dimension (including frame), and a SECOND work no larger than 1.00m largest dimension (including frame).

Space will be made available for 3D works 2 per artist, in the glass cabinets, subject to size, but NOT in addition to wall works. 3D works may also be shown on artists own (white painted) plinths rather than in the cabinets. 3D artists should let me know what works they are submitting before Hand-in on the 23rd February so that I can arrange to make suitable space available. Please email me: exhibitions@rag-artists.org.uk

The Browsers and cards will be retained from the Pop-up exhibition, with artists asked to submit further browsers or cards in the event of good sales during Pop-up week.

ALL MAIN WORKS FOR THE ANNUAL EXHIBITION MUST BE NEW TO THE RGA, and preferably not previously shown in the Reading area before. There is no title for this exhibition.

The following information applies to both exhibitions.

There is a submission fee of £5.00 per main work, with browsers and cards free, unless no main works are submitted, in which case there will be a £3.00 fee to cover all browsers and cards.

Please see full fees and details on Artists Submission Forms Parts 1, 2 and 3 on RGA website.

Fixings:

Small Works: Use 2D rings with picture cord, for hanging.

Larger works should have mirror plates attached (2 per work on the sides of the work/one third way down side from the top)

Label your work: using **RGA labels** which can be downloaded from the RGA website as a PDF from the "Info for Members" page. Please be accurate in completing the labels, as the information on the works labels will be used if it differs from the submission sheets and you could be out of pocket.

Please complete the submission forms carefully and **keep a copy for your record.**

ALL WORKS MUST BE FRAMED unless they are stretched canvases, and if glazed, plastics and non-reflective glass are **not** acceptable for this exhibition. All framed works must be taped at the back with brown framers tape (masking tape is not acceptable).

The Exhibitions are subject to selection by RGA Council, on artistic merit.

Pricing work: 25% commission will be taken from ALL sales, which will be given to the Museum. Please make sure that this commission is accounted for in your pricing.

Please be aware that there is no dedicated or legal parking available near Reading Museum, which may pose problems to Exhibiting Members. You are therefore advised to make sensible arrangements prior to the Hand-in date so that you can get your work safely into the museum. The same will apply to Hand-back. Many of the Reading bus services run close to Reading Museum and Reading railway station which is fairly near the museum.

The John Madejski Gallery is on the first floor of the museum and hopefully the lift will be working.

Hilary Parkinson RGA Exhibition Secretary exhibitions@rga-artists.org.uk

Artist Submission Form

Part 1

Your Details

Full Name:

Contact Tel:.....

Privacy: We will only use your personal data for organising the exhibition and will only be kept for its duration. See our Privacy Notice at www.rga-artists.org.uk or on request.

Pop-up Exhibition single work entry:

Title	Method	Price	Size (cm)
1			

89th Annual Exhibition entries:

Title	Method	Price	Size (cm)
1			
2			

THERE IS A SUBMISSION fee of £5 per work

If you are not submitting wall works or 3D works there will be a £3 total fee for browser and cards. 25% commission on ALL sales will be taken and given to the Museum, so artists must ensure their prices include this commission.

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.

Artist's signatures

Hand in: Date:

Hand-back: Date:

Steward's signatures

Hand in: Date:

Hand-back: Date:

Stewarding It is a requirement of entry of works that everyone should put themselves forward for Stewarding. If for reasons of work, family or health you are unable to Steward you will be asked to help in another capacity.

I am available to steward on these dates:

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Please bring this hand-in form along at hand-in on Friday 15th February 2019 if you are submitting to both exhibitions. Otherwise it should accompany your submission on Saturday 23rd Feb.

ONLY ONE FORM REQUIRED

Artist Submission Form

Part 2

Your Details

Full Name:

Contact Tel:.....

Privacy: We will only use your personal data for organising the exhibition and will only be kept for its duration. See our Privacy Notice at www.rga-artists.org.uk or on request.

Browser Entries: All browser works must be mounted, clearly labelled with your name, title and price and sealed in cellophane.

The work must be original. Reproductions and giclee prints are not accepted.

Title	Method	Price
1		
2		
3		
4		
5		
6		

Cards: 20 single cards printed or original. Please use whole pound prices. Each card needs to clearly show **your name, title and price** so that they are easy to identify.

Number of cards (max 20)	Price each (whole £)

Artist's signatures

Hand in:

Date:

Hand-back:

Date:

Steward's signatures

Hand in:

Date:

Hand-back:

Date:

Artist Submission Form

Part 3

Your Details

Full Name:

Contact Tel:.....

Privacy: We will only use your personal data for organising the exhibition and will only be kept for its duration. See our Privacy Notice at www.rga-artists.org.uk or on request.

Other items: If you wish to submit **sculpture or non hanging work** please email the Exhibition Secretary, Hilary Parkinson: exhibitions@rga-artists.org.uk as soon as possible.

With prior agreement with the Exhibition Secretary, I am submitting the following craft items/sketchbooks/handmade books for exhibition glass cabinets. I understand these works may only be shown for the Pop-up exhibition:

89th Annual Exhibition entries with prior agreement:

Title	Medium	Price
1		
2		
3		

Artist's signatures

Hand in:

Date:

Hand-back:

Date:

Steward's signatures

Hand in:

Date:

Hand-back:

Date: