

# Guidelines

## Royal Berkshire Hospital Exhibition No.25



### Hand-in Sunday 4<sup>th</sup> November 2018, 10am – 11.30am

- **Delivery of work:** We have permission to use the **RBH South Entrance Car Park**, accessed from Craven Road, by 'Endoscopy'. Drive across to the far side of car park, turn right down the slight slope and the South Entrance covered area will be found on your right. Park here, then use the double doors (automatic) to enter the building. The RGA hand-in desk will be situated straight ahead of you. Please leave a note of your name and Reading Guild of Artists in your car for Hospital Security.

### Entry

- You may submit up to 3 works of maximum size 76 x 50cm (30" x 20") at £5 per work.
- All works should be **original and not previously exhibited** at the RBH corridor exhibitions.
- Some selection may be necessary if space becomes limited, but our aim is to hang as much work as possible.
- The RBH has requested that no nudes or obviously religious subject matter be hung. Bright and cheerful is good.

### Submission

- Each work must have a completed **RGA ID label** stuck on the back.
- Each work must have a completed **RGA Catalogue label** securely attached to the back using string long enough for the label to hang temporarily over the front of the picture (*information from this label is use for the wall-mounted card displayed alongside the work*).
- Please fill in your form and labels **before** you arrive at hand-in.
- Labels are available to download from the RGA website "Info for Members" page.
- Hanging fee £5.00 per work.
- Price should allow for 25% commission, donated to the Hospital Art & Gardens Fund.

### Hanging Method

- 38mm "mirror plates" (also called glass or picture plates) must be fixed to the back of the frame, one third from the top of the frame to allow for secure hanging, flat against the wall.
- **The single screw hole** on the mirror plate **must** project from the frame to allow free use of an electric drill and screwdriver, with a minimum 5mm diameter hole, otherwise your frame may get damaged.

**NB: WORK SUBMITTED without mirror plates WILL NOT be accepted for the RBH Corridor Exhibition. The RGA hanging team are unable to attach mirror plates; their time is at a premium hanging the works.**

- Exhibitors will be responsible for insuring their own work. Every possible care will be taken by RBH and RGA for the period of the exhibition.
- It will be assumed that work may be photographed for press, website or RGA records unless the artist states otherwise.

### Hand-back:

- Hand-back Sunday 16<sup>th</sup> December 2018, 11.30am – 1pm
- Buyers collect Sunday December 16<sup>th</sup> 11.30am – 1 pm
- Please ensure you are able to collect or make arrangements for friends to collect for you.

Please contact the **Exhibition Secretary, Hilary Parkinson or Carole Stephens**, with any queries.

Email: [exhibitions@rga-artists.org.uk](mailto:exhibitions@rga-artists.org.uk)

### Before you leave home check-list:

- Correct Fixings**       **ID Label**       **Tie On Label**       **Entry Form**       **£5 per work**

# Artists Entry Form

## Royal Berkshire Hospital Exhibition No.25



**This sheet will provide a record of the work you have submitted to the exhibition.**

It is held by the Exhibition Secretary, and may be used to contact you during the exhibition if there are enquiries about your work.

**Remember:** Please print clearly and make sure the details **match** both the RGA ID label and the Catalogue Label on your work. Remember to price the work to include 25% commission.

### Your details

**Name:**.....

**Contact numbers:**.....

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

<b>Your exhibition entries</b>		<b>Sale Price</b>	<b>Entry Fee £5 per item</b>	<b>Cat. No. (Office use only)</b>
Please make sure each number/title below matches the information you put on the labels attached to your works.				
1	Title:			
2	Title:			
3	Title:			
<b>Total Fee</b> by cash/cheque (made payable to Reading Guild of Artists)				

You are responsible for organising insurance for your work. 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: .....