

RGA Pop-Up at Reading Museum

**READING
GUILD OF
ARTISTS**

Venue: Sir John Madejski Art Gallery, Reading Museum

Hand-in: Friday 9 February 10:30 to 12:00

Set-up: Friday 9 February 12:00 to 4:00

Open: Sat 10 - Sat 17 February (closed Sun) 10:00 to 4:00 (Sat 17 to 3:00)

Hand-back: Sat 17 February 3:00 – 4:00

Exhibition Instructions:

You can submit two framed works each no larger than 700mm square to the outside of the frame **Or** one large framed work to be no larger than 1250mm square to the outside of the frame.

PLUS 6 browser works which must be mounted, clearly labelled and priced and sealed in cellophane. The work must be original. Reproductions and giclee prints are not accepted.

PLUS a maximum of 20 single cards printed or original. Please use whole pound prices. Each card needs to clearly show your name, title and price.

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

There is no submission fee, however 25% commission on any work sold will be donated to Reading Museum. **There will be selection if necessary.**

Fixings: Small works can be submitted with D-rings and picture cord to hang from a nail on the wall. The **Large** work should be submitted with mirror plates attached for securer hanging for safety reasons.

Label your work: using the **labels** on the last page of these instructions **not** the usual RGA labels.

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

Some things to consider

There are restrictions on getting work into the Museum, as there is NO legal road parking outside the Museum. If you struggle to get the work into the Museum, then a purchaser may be put off buying for the same reason.

Please ensure that work for the walls is in robust frames and is tape-sealed.

Browser sizes are not restricted, but please remember that purchasers may have difficulty getting the work home safely unless it is well sealed in a protective cover, and backed by a stout card to protect the mount as well as the work.

Artist Submission Form

Part 1

Your Details

Full Name:

Contact Tel:

Your main exhibition entries

Title	Method	Price	Size (cm)
1			
2			

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

Stewarding

I am available to steward on these dates:

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Something spare: Work will be sold from the walls throughout the week, therefore we may not put up all the artworks initially, in order to have replacements for the gaps. However, if sales are brisk, we may ask you to bring in more work during the week as we don't have much storage space. Please indicate below if you are able to do this.

Title	Method	Price	Size (cm)
3			
4			

Artist Submission Form

Part 3

Your Details

Full Name:

Contact Tel:.....

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

Title	Method	Price
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Hand-in Signature: Date:

Hand-back Signature: Date:


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

Labels for RGA Pop-Up at Reading Museum

1. The first label should hang from the bottom of your framed work with a piece of string that is securely attached to the back. This label is seen by the public.

2. The other label should be stuck to the back of your work.

Please write clearly and make sure the details are correct!

Please PRINT clearly 

READING GUILD OF ARTISTS
Reg. Charity No. 296307
www.rga-artists.org.uk


Artist:

Title:

Medium:

No. of this work:

Price (£):

Please PRINT clearly 

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Artist:

Title:

Medium:

No. of this work:

Price (£):

Artist:

Title:

Medium:

Hand-in Date:

No. of works submitted:

No. of this work:

Price (£):

Contact phone:

Email:

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Artist:

Title:

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Hand-in Date:

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