

# INSTRUCTIONS FOR EXHIBITORS

**Bourne Hall**

**13 – 18 December 2021**

**Exhibition Contacts:** *Ingeborg Neale* 07462720115 [ingeborgneale@hotmail.com](mailto:ingeborgneale@hotmail.com)

**HANDING IN:** 13 Dec. 2021 10 – 11 am

**COLLECTION:** 18 Dec. 2021 4 – 5 pm

## SUBMISSION REQUIREMENTS

### FRAMED PAINTINGS

- All submissions must be original work. Copies will not be accepted.
- Frames must be of a quality suitable for sale.
- All paintings must be for sale.
- They **must not be heavy**. The hooks here are too weak and accidents could happen.
- Use D-rings, screwing them down 1/3 of the frame. Single hooks to hang pictures are not acceptable. Tie nylon cord between them. This also applies to box **canvases**.
- For framed paintings, make sure the backing board is unblemished.
- Use gum strip or framers self-adhesive tape only, not masking tape, for the backing.
- Make sure the title, your name and price are clearly displayed on the back.
- Repeat on the Epsom and Ewell Art Group label, adding **the number from the submission form** in the circle. Attach it with bluetack onto the back.

### UNFRAMED PICTURES

All pictures to be mounted and neatly covered with cellophane, not plastic bags. Stick a label on the front **left-hand corner with the painting number from the submission form**, your name, title and price. Canvas paintings cannot have a depth of more than 1.5 cm.

### CARDS / Postcards

The prices can be £2 and £3 . **Mark each card with the price. No more than 1 display unit.**

Please inform **Gillian (01737355206 [gillian.hein@virginmedia.com](mailto:gillian.hein@virginmedia.com))** by **9<sup>th</sup> December** of the number of cards and their prices.

Only the hanging committee will hang the paintings. Acceptance can be refused.

**Make sure you bring the submission form and hanging fees with the paintings.**

Members are exhibiting at their own risk.

**AS IT'S ONLY 1 WEEK, EXHIBITORS ARE REQUIRED TO STEWARD FOR 1 SESSION ONLY.**

