



# SPRING 2024 EXHIBITION: SUBMISSION FORM

4th-6th May 2024 Sheffield Botanical Gardens (Dorothy Fox Centre)

**SUBMISSION NIGHT is Thursday 18th April**

**ARTIST NAME:**

Framed paintings / Canvases. To be hung on screens or on table easels. £2 per item.

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

Prints / unframed works on board or card. To be placed in browsers. £1 per item

	Title	Price	Fee
1			
2			
3			
4			
5			
6			

Reserves. These paintings will be exhibited only when space becomes available.

	Title	Price
1		
2		
3		
4		
5		
6		

Cards. There is no up front fee for selling cards.

Will you be selling cards?	
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## Pricing

We would suggest that no framed painting should be less than £40. Each artist is allowed a single not-for-sale (NFS) item. NFS means you don't want to sell, but want it to take part in the competition. (See last paragraph)

## Cards

Any member can sell cards. These are often printed copies of their paintings (but hand-painted cards are also sold). Some members supply a named stand for their cards. Each card needs to have the price on the front and the member name on the back. A transparent sleeve is a good way to label cards and keep them clean.

## Payment

Payment of fees is due on submission night. Payment must be made by bank-card / Sumup machine. Please bring your bank card. **We will keep this form so please retain a duplicate copy for your own records.** All paintings will be added to a sales list. It is difficult to accommodate any changes to the list after submission. We cannot make any late additions.

## Painting/Print Requirements

Paintings intended for hanging on the display screens must be fitted with a suitable hanging kits. We may not be able to accept paintings without a suitable horizontal cord or wire. Poorly presented work may be rejected.

Work should be labelled on the front with a sticker or printed label. This should clearly indicate:

- Artist Name
- Title of work
- Price ( You might also want to include medium and size )

HAG will provide free sticky labels on submission night.

Prints, unframed paintings on paper or card will be placed in a browser. Please protect your work by putting each item in its own transparent sleeve.

## Sales

Sold paintings and prints are taken away by the buyers immediately. Each picture sale will be recorded and marked on a chart by the sales desk. Card sales are recorded too. Hallam Art Group charges a 15% commission on each sale. Artists will be normally be paid by a direct bank transfer.

## Delivery

Please bring your paintings, cards and card stands to the Dorothy Fox Centre on Saturday 4th of May not before 8:30AM and not after 9AM. A team will receive your paintings and check them against the sales list. The exhibition opens to the public at 10AM. Judging of the competition happens at 10AM.

## Collection & Prizes

Please collect your unsold items on Monday 6th May at 5PM. Please don't be late! There will be two prize presentations at 5pm, one for best framed-painting/canvas, the other for best floral painting.