

Bafa @ The Woolpack Exhibition – Entry Form

(The Woolpack PH, Buckingham 12th - 14th May 2017)

Name:

Email:

Tel No.:

To be completed by artist				Bafa Admin		
Title	Medium	Size cm (w x h)	Price (if for sale)	I n	O u t	S o l d
		Max. 25 cm inc. frame – Not Box				

Please note restrictions in line with size of venue : Above Entries should be no bigger than **70 cm** in any direction when framed (Miniature entry is the only exception to this size, see above)

A non refundable fee of £3.00 per entry.

Total: £

BACS (40-15-33, 11346059) to pay directly (Tick here to show this has been done)

or Cheques should be made payable to **Bafa or Buckingham Art for All**

(Depending on the number of entries we may not be able to hang all exhibits, fee will be refunded in this instance.)

Sign in _____ **Sign Out** _____

Handing in: Friday 12th May 10am – 12pm

Collection: Sunday 14th May 4pm – 5pm

Please check in Cards and Browser work for sale if entering, at separate table taking note of the requirements as directed in the Conditions of entry. Please have your 'Uncatalogued Work Form' ready to assist at check in

Cards for sale **Yes / Probably / No** Browser work for sale **Yes / Probably / No**

Entry forms must be submitted by Friday 28th April 2017

Please send form and cheque to:

Emily Pool, 7 Chandos Close, Buckingham, BUCKS MK18 1AW

It is a condition of entry that exhibitors cover stewarding duties at the exhibition. Please indicate which slots you can cover. Alternatively agree with another member to cover for you and fill in their name and contact details. We will confirm when you are required and any duties involved when the rota is complete. Please keep a note of this on the reverse of the conditions of entry sheet.

Please indicate on the stewarding and help rota at least 2 slots or more that you could do in order that we can confirm at least one as soon as possible. If you are happy to do more than one slot please indicate the number you could do in the space provided.

If you are unable to cover any duties please agree with another member to cover for you and complete the appropriate section. We will confirm which slots you are required for and include more detail of the kind of activity involved shortly before the exhibition.

Name _____ Email _____

Phone _____ Mobile _____

Friday 12th May 2017 (Signing in, Set up and Hanging)	
9.30am – 12.00pm	
1.00pm – 3.00pm	
3.00pm – 5.00pm	
Preview 7.30pm to 10.00pm Help required with refreshments, Raffle etc.	
7.00pm – 10.00pm	
Saturday 13th May 2017 (Meet and greet, sales, general caretaking)	
10.45am – 1.15pm	
1.10pm – 3.35pm	
3.30pm – 5.45pm	
5.40pm – 8.00pm	
Sunday 14th May 2017 (Meet and greet, sales, general caretaking)	
10.45am – 1.15pm	
1.10pm – 3.45pm	
3.40 pm – 6.10pm	
6.00pm – 7.30pm (Collection & take down)	
Number of slots I would be happy to do if more than one	
I am unable to cover any of the above dates or times and have arranged for the following Bafa member to cover on my behalf:	
Name: Email:	
Phone No.: Mobile:	

Please keep a note of your entry and stewarding /help commitments on the reverse of the conditions of entry sheet and check your confirmed times. If you have any queries please contact:

Emily Pool: feedback@buckinghamartforall.co.uk or Phone – 0843 289 7244

Bafa members only exhibition

Preview: Friday 12th May 7.30pm – 10.00pm

Exhibition: Sat 13th May 11am – 8pm Sun 14th May 11am – 6pm

Deadline for entry forms and payment: **Friday 28th April**

Handing in: **Friday 12th May 10am – 12pm**

Collection: **Sunday 14th May 6pm - 7pm**

- Commissions Bafa will collect 15% commission on artwork and browser work; not cards.
- Requirements Up to 3 entries (not previously exhibited by Bafa) will be accepted from members. **Entries must be clearly labelled or marked on the back with Title, Artist, Medium, Price (or not for sale).**
- 2D (Flat work) Work must not exceed 70cm by 70cm inclusive of frame (Miniature – 25cm – No glass fronted Box Frames) where applicable. All exhibits must be ready to hang fitted with 'D' rings and taut wire or cord, fixed approximately one third from the top of the frame or canvas.
- 3D (Free standing) Pottery and sculpture must have any special facilities, required to display the work, provided by the artist. The size of the work including it's plinth must be agreed with the organisers. Please contact: Emily Pool to confirm that your arrangements are suitable –
feedback@buckinghamartforall.co.uk
- Browser / Portfolio A maximum of **six** pieces may be submitted to accompany the exhibits, these will not incur any entry charge. Work must be wrapped and clearly labelled as above. Commission will be charged if sold. Please fill in the 'Uncatalogued Work Form, available on the website, when handing in your work.
- Cards A maximum of **25** Cards can be entered, individually priced, no multiple pricing allowed. Only 2 different prices may be submitted by each artist and these should be divisible by 50p. Please check these in at the separate table. Card quota can include small items such as magnets which must adhere to the same conditions.
- Suitability This exhibition will be visited by members of the public of all ages so work must be suitable for family viewing.
- Copyright Responsibility for infringing the copyright of any other person lies solely with the artist. Copies of work by other artist must always acknowledge the original work in the title, this includes copies from photographs.
- Handing in Artists are requested to unwrap their exhibits before presenting them at the check in desk. Please retain your packaging as we will be unable to store it.
- Insurance Bafa provides third party liability insurance for risks to the public. Exhibitors are advised to insure their work for all risks. Although all reasonable care is taken, no responsibility can be accepted by Bafa or the venue for loss or damage to exhibits.

**Any exhibit not complying with the rules will not be displayed.
No refund will be made and the Bafa committee's decision is final.**

