

# BAFA November Exhibition – Entry Form

## Optional Theme – ‘Horizons’

(Buckingham Community Centre on 17, 18 and 19 November 2023)

Name: .....

Email: .....

Tel No.: .....

To be completed by Artist				BAFA Admin		
Up to 4 entries (not previously exhibited by BAFA) will be accepted from members.						
Title	Medium	Size cm (w x h) As noted below	Price (if for sale)	In	Out	Sold
		Max 1m x 1m				
		Max 1m x 1m				
		Max 1m x 1m				
		Smaller than 40cm x 40cm				
<p><b>Four artworks for November 2023</b></p> <p><b>3 x Work must not exceed 100cm by 100cm (39 X 39 inches) inclusive of frame where applicable.</b></p> <p><b>1 x Work must not exceed 40cm x 40cm (15.5 x 15.5 inches inclusive of frame where applicable.</b></p>						

A non-refundable fee of **£3.00 per entry**. Total: £ .....

**BACS** (30-98-97, 72401862) to pay directly (Tick here to show this has been done) \_\_\_\_\_

*If we have paid you for artwork from May 23 exhibition please tick to confirm there have been no changes to bank details \_\_\_\_\_*

(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 17 November 2023 ---10am – 12pm      Collection: Sunday 19 November 2023 --- 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', available to download from the website, 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 10 November 2023.**

**Please send form and cheque to: Emily Pool, 7 Chandos Close, Buckingham, MK18 1AW.**

It is a condition of entry that exhibitors cover stewarding duties at the exhibition. Please indicate which slots you can cover. 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 ..... Mobile.....

Email .....

<b>Friday 17 November 2023</b> (Signing in, Set up and Hanging)	
9.30am – 12.00pm	
1.00pm – 3.00pm	
2.00pm – 4.00pm	
<b>Preview 7.30pm to 9.30pm</b> Help required with refreshments, Raffle etc.	
7.00pm – 9.30pm	
<b>Saturday 18 November 2023</b> (Meet and greet, sales, general caretaking)	
9.15am – 11.05am	
11.00am – 1.05pm	
1.00pm – 3.05pm	
3.00pm – 5.00pm	
<b>Sunday 19 November 2023</b> (Meet and greet, sales, general caretaking)	
9.45am – 12.05pm	
12.00pm – 2.05pm	
2.00 pm – 4.15pm	
3.45pm – 5.30pm (Collection & take down)	
<b>Number of slots I would be happy to do, if more than one</b>	
<b>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:</b>	
Name: ..... Mobile No. ....	
Email: .....	

**Please keep a note of your entry and stewarding /help commitments on the form provided at the end of this document and check your confirmed times. If you have any queries please contact:**

**Emily Pool:** [feedback@buckinghamartforall.co.uk](mailto:feedback@buckinghamartforall.co.uk) or Phone – 0843 289 7244

## BAFA members only exhibition

**Preview:** Friday 17 November 2022 --- 7.30pm – 9.30pm

**Exhibition:** Saturday 18 November --- 9.30am – 5pm & Sunday 19 November ---10am – 4pm

Deadline for entry forms and payment: **Friday 10 November**

Handing in: **Friday 17 November: 10am – 12pm**

Collection: **Sunday 19 November: 4pm - 5pm**

Commissions - BAFA will collect **15%** commission on artwork and browser work; not cards.

Requirements - Up to 4 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 100cm by 100cm (39 by 39 inches) inclusive of frame. All exhibits must be ready to hang fitted with hanging loops and taut cord (not too thick), fixed approximately one quarter from the top of the frame or canvas.

**3D (Free standing)** - Pottery and sculpture must have special facilities, required to display the work, and provided by the artist. The size of the work including its plinth must be agreed with the organisers.

Please contact: Emily Pool to confirm that your arrangements are suitable [feedback@buckinghamartforall.co.uk](mailto:feedback@buckinghamartforall.co.uk)

**Browser Artwork** - 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 with artist details as above. Commission will be charged if sold. Please fill in the 'Uncatalogued' Work Form, available on the website, when handing in your work. 3D Browser work must be small (Max 25cm in any direction), individually priced and labelled and will be displayed in a group.

**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.

**Payments for Sales** – If you sell artwork / cards and you wish to be paid you need to have emailed Bafa with your current bank details within the last 7 months. If you don't confirm current bank details, including full name and if it is personal or business account, you will not be paid for any sales until this task is completed. Correct payment details will need to be provided otherwise monies owed for sales will not be paid to you and may be lost in the banking system. Bafa does not accept liability for incorrect details.

**Any exhibit not complying with the rules will not be displayed.**

**No refund will be made for exhibits not complying with the rules and the BAFA committee's decision is final.**

## PLEASE RETAIN FOR YOUR INFORMATION

Please keep a note of your entry and stewarding/help commitments here and check your confirmed times. If your availability changes after submitting your entry form please advise:

Emily Pool : [feedback@buckinghamartforall.co.uk](mailto:feedback@buckinghamartforall.co.uk) or **Mobile: 07801 273241**

Exhibits submitted Title	Medium	Price
Stewarding offered (Day/Date)	Time	
Cards for sale	Qty	Price
Cards at Price 1		
Cards at Price 2		
Browser work For Sale (Please label with the Title, Artist, Medium and Price)	Price	