

- Submission Forms** Please return by Friday May 8th. This is so that a catalogue and labels can be made. Membership subscription must be up to date for work to be accepted.
- Entries**
- A maximum of 6 framed paintings may be submitted (this includes unframed, stretched canvases) and up to 10 unframed. We will do our best to hang all the framed entries. We can keep one as a spare if necessary
 - Paintings done in step by step workshops where everyone does the same thing should not be exhibited
 - Original works of art only to be submitted. Credit for use of non original material must be stated.
- Money**
- There is a fee of £2 for each framed painting entered (so for 5 framed pictures or canvasses it would be £10)
 - Unframed pictures attract a fee of £1 each.
 - Cards a flat fee of £1 per 20, to a maximum of 40.
 - You can pay the fees by BACS to Rickmansworth and District Art Society sort code 50-41-01 account number 5854 8157
 - Paintings will be sold for the price the artist puts on it.
 - 20% commission (15% for the Waterways Trust and 5% for RADAS) will be charged on all sales. This pays for the venue and the admin
- Submission and collection of paintings** Friday May 15th between 1 and 3 pm. All items must be checked in. Collection Sunday May 17th at 5pm
- Presentation**
- All frames should be in good condition with unblemished clean glass. Frames should be securely strung (not wired) using a **pair of flat D-rings** (not eye screws unless they are on the inside of the frame). Strings should be fairly taut but with some slack to allow height adjustment. (There is a photo on the website rickyart.co.uk). This is so that the fixings do not damage the screens, nor any painting they have to be stacked against, and enabling the paintings to be hung flat and level. Frames with a single hanging point are not acceptable.
 - No painting should be more than 100cms on the longest side
 - Box canvasses are counted as 'framed paintings' and should adhere to the rules of stringing .
 - All paintings must be labelled. Framed pictures must have a label tied to the hanging string (sticky labels on the back often fall off, which is why we ask for a tied on label)
- Unframed paintings** These should be mounted and wrapped in cellophane. Please label on the back with title, artist, medium and price.
- Cards** Cards must be labelled with the name of the artist and priced. (or we won't know who to give the sales money to!)
- Stewarding** The success of the exhibition depends very much on your support and volunteers are needed to look after the picture sales during the hours of the exhibition. Please indicate your availability at the foot of the entry form.
- Publicity** If you are on Facebook, Twitter, Snapchat, Instagram etc then please share details of the exhibition. It will only be a success if people know about it. A flier will be available from the Art society website that you can download and email to your contacts. It is printable so you can print off as many as you wish.