



ST MARY'S CHURCH, DEBENHAM, IP14 6QN

[www.stmarysartex.com](http://www.stmarysartex.com)

## INFORMATION FOR EXHIBITORS

In entering work in the exhibition, you are agreeing to comply with the following conditions:

- Maximum of 6 framed pictures. We cannot accept 'not for sale' work.
- Work should be framed and corded ready for hanging and sale. **No all-glass clip frames** please as the glass is liable to pop out and break. We will try to ensure that no work is removed after sale until the exhibition ends.
- Each framed picture should be clearly labelled on the back, with **name of artist, title, medium and price.**
- Please complete the entry form, in **BLOCK CAPITALS** or use an **editable form from our website** and return, via email - [stmarysartex@gmail.com](mailto:stmarysartex@gmail.com), or to the address on the letter, no later than **Monday 16<sup>th</sup> August** to allow for catalogue preparation. Your name and address will be printed in the catalogue alongside the details of your entries. ***We will be unable to accept any forms after this date.***
- Pictures should be delivered to the church between 3.00pm to 7.00pm on **WEDNESDAY 22<sup>nd</sup> SEPTEMBER** and a receipt obtained.
- We will also accept unframed paintings and prints (**no more than 20, we will ask you to number these when bringing them to the church**). Prints should be **individually marked with the artist's name and price of item to avoid any confusion.**
- We also accept cards. In the past this has caused a great amount of confusion due to different pack sizes and prices so please note the following points regarding cards:
  - 1 **no more than 50 cards.**
  - 2 **individual cards only, no packs**
  - 3 **all cards must be the same price**
  - 4 **cards should be individually marked with the artist's name and price to avoid any confusion.**
- We are happy to display any flyers and or business cards you may wish to leave with us.
- Unsold work can be collected from the church between **6.30pm - 8.00pm on Sunday 26<sup>th</sup> or Monday 27<sup>th</sup> September from 10.00am – 12.00noon** on production of your receipt. Cheques for sold work may be available when work is collected but otherwise will be posted on Monday 27<sup>th</sup> September. Please note that no work will be released before 6.30pm on Sunday 26<sup>th</sup>.
- Every effort will be made in the care of pictures, but neither the church, the committee nor any of its members can be responsible for theft, loss or damage. Artists may wish to insure their own work.
- A commission of 25% on sales will be retained, with a hanging fee of £2.00 per framed picture/ceramics display. The latter fee helps our administration expenses; this will be collected when items are delivered to the church or may be paid by BACS (Debenham Parish Church Art Exhibition Sort Code 20-82-75 A/C No 80312371 using your name as a reference). A reasonably-priced catalogue will be compiled for sale.
- We are intending to use the power of social media to publicise this year's exhibition. If you have any images of your work that we could post on our Facebook page, please email them to us. We are intending to update the page on a regular basis.
- As usual, the widest publicity will be given, but we would ask everyone involved to assist in making the event as extensively known as possible. Posters and handbills will be sent to you via email towards the end of August. These may be printed, displayed and/or distributed in your locality. This year we are commissioning some rigid posters thanks to a contribution from the Locality Budget of Kathie Guthrie, our District Councillor.