



# INFORMATION FOR EXHIBITORS 2025

Please read carefully as there are some changes from 2024

By entering work in the exhibition, you are agreeing with the following conditions:

- **Maximum of 5** framed pieces of art. **Maximum width including frame 42 cm 3ft 6in.** We cannot accept 'not for sale' work except from young artists (see below).
- **Young artists** (School Age) may enter 1 picture (maximum A3 size excluding frame) with no hanging fee. This does not have to be for sale.
- All work must be framed and corded ready for hanging and sale. Frameless canvases on stretcher bars and blocks corded ready for hanging are also acceptable. **We will not accept work that is not corded ready for hanging – the clips on the back of some frames are not compatible with our hanging hooks.**
- **No clip frames** as the glass is liable to pop out.
- Each framed picture should be clearly labelled on the back, with **name of artist, title, medium and price.**
- The easiest way to apply is to use the on-line form on our website. There are other forms available that you can use if you prefer but the on-line forms come directly to us. If you use one of the other forms please return, via email - stmarysartex@gmail.com, or to the address on the letter, no later than **Friday 2nd May** to allow for catalogue preparation. **We will be unable to accept any forms after this date.**

**Unframed work** We will also accept unframed art and/or prints (maximum of 20 in total, we will ask you to number these with numbers **we will supply**). Unframed art and/or prints should be individually marked with the artist's name and price of item to avoid any confusion. We do have some boxes to display unframed work but artists are encouraged to bring their own named display facility.

**Cards** Please note the following points regarding cards:

- **Maximum of 50 cards.**
- **individual cards only.**
- **All cards must be the same price.**
- **Cards should be individually marked with the artist's name and price.**
- **We recommend supplying cards in a plastic display box, with your details clearly displayed, this helps buyers find your cards.**

## Other Points

- There is a hanging fee of £2.00 per framed picture. This can be collected when items are delivered to the church, but we would prefer payment **by BACS (Debenham Parish Church Art Exhibition, Sort Code 20-82-75, A/C No 80312371 using your name as a reference)**. We also accept card or cash payments. A commission of 25% on sales will be retained. A catalogue will be compiled with details of each painting that will also indicate artists with cards or unframed work for sale.
- We are happy to display any flyers and or business cards you may wish to leave with us.
- Pictures should be delivered to the church between **3.00pm to 7.00pm on Wednesday 18<sup>th</sup> June**. Each exhibitor will be allocated a space in the church and paintings will be checked in by one of the team.
- Unsold work can be collected from the church between **6.30pm - 8.00pm on Sunday 22<sup>nd</sup>**. Although we prefer collection on Sunday, We will be clearing up in the church on Monday 23<sup>rd</sup> June from 10.30am – 12.00noon and, although we would prefer not to be disturbed, if collecting on Sunday is impossible, we could give out paintings then. Please note that no work will be released before 6.30pm on Sunday 22<sup>nd</sup>
- We will be paying you via BACS on Wednesday 25<sup>th</sup> and Thursday 26<sup>th</sup> and not by a cheque unless you request a cheque on your entry form. Although we had a few teething problems with this last year we do not anticipate difficulties this year as all last years' payees are now in the system. Many of our problems last year were due to incorrect bank details on the entry forms: please make sure these are correct, especially the account name
- 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.
- No ceramics nor photographs will be accepted.