

- The society will inform members in advance how many pictures they may enter by publishing this information at demonstrations, on the Web site, in the Blog, by e-mailing members and in the newsletter.
- It will **not** be necessary for members to submit their entries in advance. Members should turn up on the handing in day with all of the work which they are offering for sale along with a completed entry form, which will be available in advance from the web site, the Saturday demonstrations or at the time of handing in. The entry form has been simplified. We do not need to know what title has been given to each piece of artwork.
- Paintings will **not** be checked in or out. It is the artist's responsibility to make sure that their work is properly labelled, can be hung safely and does not infringe copyright.
- **Framed** work must be labelled on the back and submitted with a completed YAS label (available from the website) for display on the front. The total number of works entered should be filled in on the entry form. Please note; we do **not** need to know what title has been given to each piece of artwork.
- **Unframed** work and **Prints** should be clearly labelled with artist's name and the selling price. The total number being entered should be filled in on the entry form; again we do not need to know what title has been given each piece of work.
- **Cards** should be labelled with name and priced in multiples of 50p. The total number being entered should be filled in on the entry form.
- Members will pay their hanging fee at the time of handing in their entry form and leaving their artwork.
- If you are offering work for sale **you will be expected to offer some help during the course of the exhibition** in the form of manning the sales desk, being on the door to welcome people or being in the street to guide people to the venue.
- A **duty rota for stewarding** will be available for members to **fill in** their preferred times. This will be available at the time of handing in and in advance at demonstrations.
- At the end of the exhibition members will be responsible for collecting their work after the published closing time. Items will not be checked out. The society does not accept responsibility for any damaged or missing items.
- **DO NOT** turn up before the published exhibition finish time hopeful of collecting your work early, it makes us look so unprofessional and you could miss a sale. If you cannot make the collection time slot then ask another member if they can help.