

Oxford Art Society

Open Exhibition 2017

Wednesday 13 September – Sunday 1 October

The Cloister Gallery, St John the Evangelist Church, Iffley Rd, Oxford OX4 1EH



**SUBMISSION
NOTES**

Submission

The OAS welcomes submission of work from artists living within a 30 mile radius of Oxford. You may submit up to 2 pieces of work for the Open Exhibition and 4 works for the browsers. All work should have been completed within the last 5 years. Giclée prints are not accepted.

As with all OAS Exhibitions, the show will be selected by an invited panel of members and an independent judge. The selection panel's decision is final.

A **submission form** must be completed and each piece of work must have the following:

1. Yellow Label

- The yellow label must be completed fully and legibly in block capitals and tied loosely to the hanging cord and long enough to hang over the front of the work.
- The 'Catalogue Label' section must have the information exactly as you would like it to appear in the catalogue.
- **Do not tear off any of the sections:** the bottom section is used during selection of work, the middle section is used to make the catalogue, the last identifies the work.

2. Submission Fee

- £6 per piece for members
- £8 per piece for non-Members
- £4 per piece for students
- £2 per piece for browsers

All submission fees are non-refundable. Make cheques payable to Oxford Art Society.

3. Sticky Label

Label to be stuck on rear or underside of piece with Artist's Name, Title and Price

2D Work

- All 2D work must be submitted with D-rings and strong tight cord or wire ready for hanging.
- Ring eyes, Perspex, nonreflective glass, glass with clips, any work with unprotected glass edges will not be accepted, nor any work deemed to be a risk to public health or safety.

3D Work

Please inform the Secretary before delivering your work if it requires a plinth.

Invigilation

Responsibility for invigilation and portering for hanging or selection falls to all our members, especially those of you who have chosen to exhibit work.

Please volunteer your services when you bring in your work.

P.T.O.

Browsers

Up to 4 works may be submitted for the browser. All work must have:

- A label on the back clearly stating artist's name, medium, date and price
- Clear cellophane external wrapping
- Mounted or backed with card or stiff mount board (Hardboard is not permitted)

Browser work is also subject to selection and can only be submitted in addition to work for the main exhibition. Browser work is only considered if your exhibition work is selected.

Work sold from browsers will be taken by the purchaser at the time of sale.

Exhibition Schedule

Delivery of Work	Sunday 10 September	10.00 am – 12.00 midday	The Cloister Gallery <i>Via entrance on Iffley Road or via gate on James Street for larger items</i>
Collection of Unplaced Work	Monday 11 September	10.00 am – 7.00 pm or by arrangement	It is a condition of Submission that artists must be able to collect unselected work before the Exhibition opens
Private View	Friday 15 September	7.00 – 9.00 pm	
Exhibition Times	13 Sept – 1 Oct	10.00 am – 5.00 pm	Invigilation is the responsibility of OAS Members (especially those submitting work). Please sign up when delivering work.

Notification System

Upon handing in your work you will be given a **Unique Submission Number (USN)** which will be written on your submission form and on a card for you to keep. All submitted work will be identified with this number plus the list number 1 or 2 on the submission form.

Please make a note of these numbers and titles of work to avoid confusion. By 8 pm on Sunday 10 September there will be two lists of numbers on our website

(www.oxfordartsociety.co.uk), one listing selected work and one unselected work.

If your work has **not** been selected it must be collected on Monday 11 September between 10.00 am and 7.00 pm or by arrangement.

All unsold work can be collected either on Sunday 6 – 7 pm or Monday 2 October 10 am – 12 midday.

Pricing & Insurance

The Society receives a commission of 25% from the sales of all work sold during this exhibition. No VAT will be levied against the sale of work by the OAS. Whilst every care will be taken of works entered for the exhibition, the OAS accepts no liability for damage or theft of work; submitted, exhibited or not exhibited. You are strongly advised to insure your own work. Variable humidity levels in the cloisters may affect works on paper. Artists are advised to ensure works are fully sealed within their frames.

Enquiries:

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