

OXFORD ART SOCIETY

Open Exhibition 2018



Saturday 29 September – Sunday 14 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

Unless you are an OAS Member – Yellow Labels will be supplied at Submission.

- 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 STICKY LABEL

A plain white label to be stuck on rear or underside of piece with Artist's Name, Title and Price

3 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.**

2D WORK

- All 2D work must be submitted with D-rings and strong tight cord or wire ready for hanging.
- Ring eyes, Perspex, 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.

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	Saturday 22nd September	10 am – 12 midday	To deliver your work please enter The Cloisters Gallery at St John the Evangelist via the James Street entrance to the St Stephen's House car park.
Collection of Unplaced Work	Sunday 23rd September or Monday 24th September	12 midday – 4 pm	It is a condition of submission that artists must be able to collect unselected work before the Exhibition opens
Private View	Friday 28th September	6.30 pm – 9 pm	To be opened by Philip Mould OBE
Exhibition Times	Saturday 29th September – Sunday 14th October	Open daily from 10 am – 5 pm	Invigilation is the responsibility of OAS Members (especially those submitting work). Please sign up on delivery.

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 Saturday 22nd 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 Sunday 23rd or Monday 24th between 12 – 4 pm or by arrangement.

All unsold work can be collected either on Sunday 14th October 5 – 6 pm or Monday 15th October between 12 midday and 2 pm.

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:

Contact: **Harriet Eagle** - Exhibition Coordinator: harriet.eagle@ntlworld.com