



7th Somers Arts Fair Instructions for Artists



10:00 am – 4:00 pm, Sunday 25 October 2009

GENERAL INSTRUCTIONS:

- **Completed exhibition forms must be returned no later than Friday 25 September.** If received by this date, your artworks and short biography will be featured in the Arts Fair catalogue. Unfortunately the School has limited exhibition space therefore preference will be given to those artists who return their forms and pay the required exhibition fee by this date.
- **An entry fee of \$10 per exhibition piece is payable on submission of the completed exhibition form (fee waived for donated pieces).** This fee may be paid by cash, cheque (made out to 'Somers Primary School') or credit card.
- A commission of 20% will be charged for pieces sold.
- There is a maximum of three (3) entries per artist (excluding donated pieces). The Committee cannot guarantee that all three pieces will be hung, as this is subject to available space.
- Paintings are to include appropriate framing and fixtures if they are to be hung.
- Please label your artwork appropriately with your name and the name of the piece.
- Please ensure any art bags/portfolio cases or the like are clearly labelled with your name and contact telephone number for return to you following the Arts Fair.

DELIVERY OF ARTWORKS:

- **All pieces must be delivered to the Old School House, Somers Primary School, Camp Hill Road, Somers between 8:00 am and 10:00 am on Saturday 24 October.** Set-up of the exhibition space will commence from 10:00 am therefore it is critical that all pieces are received by this time.
- Artworks may be delivered prior to this date if necessary and will be placed in secure storage. In this case, please deliver to the School Administration Office during school hours or phone 5983 5546 to arrange an alternative delivery time.
- A receipt will be issued for each item delivered and must be presented upon collection of any unsold pieces (see below). If you are planning to nominate someone else to collect any unsold pieces, please notify a Committee member at the time of delivery so the arrangement can be noted.

COLLECTION OF UNSOLD ARTWORKS:

- **Unsold pieces may be collected at the conclusion of the Arts Fair between 4:00 – 4:45 pm on Sunday 25 October.** If all of your pieces are sold during the day, a Committee member will endeavour to contact you to let you know.
- To assist us in expediting and streamlining the art collection process, it is imperative that you produce your receipt when collecting unsold pieces.
- If you are unable to collect unsold pieces during the abovementioned period, they will be stored securely for your collection during school hours from the School Administration Office.

PAYMENTS TO ARTISTS:

- Payments to artists for sold pieces will be made by cheque no later than Monday 16 November.

If you have any questions, please contact Louise Adams on 5983 2872 or 0402 154 952.

Disclaimer:

The Somers Arts Fair Committee reserve the right to refuse exhibition of any work. Whilst all care will be taken, the Committee will accept no responsibility for any damage to work offered for exhibition.