



Information Pack for 130th Paisley Art Institute Annual Exhibition

This pack contains instructions, labels and data protection form.

Please read the schedule carefully

Artist Membership must be renewed before submitting work.

All forms require to be completed before handing in work and a separate form is required for each art work. These plus your Data Protection form must be printed and the handwriting legible.

Artist Member Entrants	£15 to submit a maximum of 3 art works plus an additional 2 small paintings at £2 per painting (£19 max). (a small painting is 16" x 16" or smaller)
Open Entrants	£15 to submit a maximum of 2 art works.

Cash or Cheque must be brought with you at time of submission. Please note that submission fees are non refundable.

There is no size restriction on work submitted other than the small painting prize, which is 16"x16".

2018 Exhibition Hand In Times, work can only be handed into the Museum on the following days and times:

Artist Hand In Dates	Courier Delivery Time	Artist Delivery Time
Thursday 19 April	11.00 - 15.30	18.00 - 20.30
Friday 20 April		11.00 - 15.30
Saturday 21 April		11.00 - 15.30

Artists will be notified of works accepted from Monday 30 April on the PAI website.

Unselected must be collected on Saturday 5 May 11.00 - 15.30 or Sunday 6 May 14.00 - 16.30

Sales - Artists will be notified of work sold and a commission of 35% will be charged on their work.

2018 Exhibition Hand Back Times, work can only be uplifted from the Museum on the following days and times.

Artist Hand Back Dates	Courier Uplift Time	Artist Uplift Time
Thursday 28 June	11.00 - 15.30	18.00 - 20.30
Saturday 30 June		11.00 - 15.30
Sunday 1 July		14.00 - 16.00



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Additional information for submission of work.

We request that work is not sent by post.

There are different hanging systems used in the Galleries so we ask that split rings, but no cord, are attached to mounted work. All other works should have no hooks or rings attached. Work should be suitably presented for the exhibition, no MDF, no metal or clip frames. All works framed or unframed should be strong enough to take screw-in hooks.



Sculptors must supply a plinth with their work. The use of plinths and the display and location of sculpture/3D work will be at the discretion of the hanging team. Plinths supplied by entrants will not be used with other work without the permission of the entrant.

If artists have downloaded labels and will be delivering by courier please put all completed labels and data protection forms in a SAE and attach securely to the back of work. Labels will be attached at submission point. **Please have your title, name and address on the back of your work regardless of which type of label you use.**

The decision of the selection panel is final and no correspondence will be entered into regarding the selection of work.

Some of the Prestigious Awards and Award Givers can be viewed here:

http://www.paisleyartinstitute.com/events/award_winners.php

Carriers

Ali McAuley -

mobile: 07740 941715

Email: mcauley67@btopenworld.com

Vangogo2 - Stuart Horsburgh

Mobile: 07867501778

Email: vangogo2@gmail.com

Artists should contact the carriers directly.

ARTISTS SHOULD NOTE THAT THE MUSEUM STAFF ARE NOT OBLIGED TO LIFT ARTWORKS. ARTISTS SUBMITTING HEAVY OR LARGE ARTWORKS SHOULD ENSURE THAT THEY BRING APPROPRIATE HELP WITH THEM.

Loss or Damage

While the Institute makes every effort to provide the greatest possible care of all works, it will not be responsible for any loss or damage, or any injury arising from any cause whatsoever.

Artists are advised to arrange their own insurance.

Paisley Art Institute - PAI Artist Member Entrant		Part A stays with art work
Name : (block letters)		Medium :
Address : (block letters)		Gross Price : Inc. VAT
		Carrier :
Tel No :	e-mail :	Catalogue Number :
Title of Work : (please print clearly)		

PLEASE DO NOT CUT LABELS - LABELS WILL BE ATTACHED UPON SUBMISSION

Paisley Art Institute - PAI Artist Member Entrant		Part B for Cataloguing
Name : (block letters)		Medium :
Address : (block letters)		Gross Price : Inc. VAT
		Carrier :
Tel No :	e-mail :	Catalogue Number :
Title of Work : (please print clearly)		

Please tick if photography is Permitted? <input type="checkbox"/> Please tick if VAT registered VAT REG No: _____ <input type="checkbox"/>	Data Act Permission : Yes / No	Total number of works submitted : for cataloguing purposes please enter amount
Artist's Signature accepting Conditions of Exhibition:		

PLEASE DO NOT CUT LABELS - LABELS WILL BE ATTACHED UPON SUBMISSION

Paisley Art Institute - PAI Artist Member Entrant		Part C Artist's receipt
Name : (block letters)		Medium :
Address : (block letters)		Gross Price : Inc. VAT
		Carrier :
Tel No :	e-mail :	Responsibility: Please note that all exhibits are submitted on the terms set out in the schedule
Title of Work : (please print clearly)		

Paisley Art Institute Annual Exhibition 20_____

DATA PROTECTION ACT 1998

Name (as it appears in catalogue):	
Postal Address:	
E-mail:	Telephone:
Circle if you agree to your name and address appearing in the catalogue:	
	YES NO

When did you first become a member?
Notice of selection of work will be posted on the PAI website. See schedule for date. www.paisleyartinstitute.com Selection is final and no conversation will be entered in to. Please inform the secretary if you need to be notified by post or Email.

Please circle whether you have paid **cash** or **cheque** entry fee. Total amount £_____

Please state how many works you are submitting: _____

Please note, if you are a member, your annual subscriptions must be up to date to enter work in the annual exhibition.

Signed: _____

The information provided on this form will be processed by Paisley Art Institute in accordance with the Data Protection Act 1998.

Please return form when submitting work to the exhibition

PAI Secretary: e-mail: secretary@paisleyartinstitute.com

Website: www.paisleyartinstitute.com