

IMPORTANT INSTRUCTIONS

Please return **this page** of your REGISTRATION FORM along with your REGISTRATION FEE to:
Ochre Print Studio, Lockwood Centre, Westfield Road, Slyfield Industrial Centre, Guildford GU1 1RR
(Make cheques payable to Ochre Print Studio)

Retain the rest of the form until you deliver the work

Cut out the LABELS FORM and attach to your work as described in the LABEL INSTRUCTIONS

EXHIBITION DATES

Friday 14 July to Monday 17 July

Exhibition opening hours are 11am to 5pm

Opening Party

Thursday 13 July – 6pm to 9pm

FEES

REGISTER BEFORE MONDAY 15 MAY - £20

REGISTER 16 MAY to 26 JUNE - £30

Fees cover publicity, exhibition and opening party costs.

Please note - early registration and payment helps Ochre with planning, administration and accounts

HAND-IN

SATURDAY 8 JULY: 9am to 10.30am ONLY

Curation date: Saturday 8 July

Hanging dates: Saturday 8 July and Sunday 9 July

We need your help

Please choose one or more of the options below:

Public Relations Opening Party Hanging / Curating Raffle Mono Print Drop in on Saturday

YOUR DETAILS

NAME

ADDRESS

TELEPHONE MOBILE

EMAIL

Important – please tick here to confirm you agree to Terms and Conditions in the guidelines

SIGNATURE DATE

PLEASE HAND IN THIS FORM WHEN YOU DELIVER YOUR WORK

SUBMISSION FORM - ANNUAL SUMMER EXHIBITION 2017

Name:

Contact Number:

No	Title	Medium	Price	
			Framed	Unframed
1				
2				
3				

No	Title	Medium	Price
1			£
2			£
3			£

CARDS

Please add any notes here if required:

LABELS – PLEASE CUT OUT AND ATTACH TO THE BACK OF EACH PIECE

BLUE FOR FRAMED WORKS

MAUVE FOR BROWSER WORKS

TITLE: _____
ARTIST: _____
MEDIUM: _____
PRICE: _____
ADDRESS: _____

TELEPHONE: _____

TITLE: _____
ARTIST: _____
MEDIUM: _____
PRICE: _____
ADDRESS: _____

TELEPHONE: _____

TITLE: _____
ARTIST: _____
MEDIUM: _____
PRICE: _____
ADDRESS: _____

TELEPHONE: _____

TITLE: _____
ARTIST: _____
MEDIUM: _____
PRICE: _____
ADDRESS: _____

TELEPHONE: _____

TITLE: _____
ARTIST: _____
MEDIUM: _____
PRICE: _____
ADDRESS: _____

TELEPHONE: _____

TITLE: _____
ARTIST: _____
MEDIUM: _____
PRICE: _____
ADDRESS: _____

TELEPHONE: _____

CUT OUT THESE GREEN LABELS AND ATTACH TO THE BACK OF YOUR FRAMES WITH STRING TO HELP LABELLING OF WORK

TITLE: _____

ARTIST: _____

MEDIUM: _____

PRICE: _____ ○

ADDRESS: _____

TELEPHONE: _____

TITLE: _____

ARTIST: _____

MEDIUM: _____

PRICE: _____ ○

ADDRESS: _____

TELEPHONE: _____

TITLE: _____

ARTIST: _____

MEDIUM: _____

PRICE: _____ ○

ADDRESS: _____

TELEPHONE: _____

Members are invited to submit up to three pieces of wall-based work. We may not be able to hang all three pieces but we guarantee a place in the exhibition for at least one piece. Free standing pieces will also be considered provided we are able to display them in a secure place during the week. Work provided for sale in the browsers should be mounted on card, wrapped in clear acetate with one of the MAUVE labels from the LABEL FORM attached to the back. We welcome cards, artist's books and boxed prints for sale, all of which will be in sight of invigilators throughout the exhibition.

COMMISSION

OPS (Ochre Print Studio) will take a commission of 25% on any sales. This levy should be reflected in your pricing on the SUBMISSION FORM and will be the catalogue selling price

INSURANCE

OPS do not insure your works - artists must be responsible for insuring their own works. While OPS will endeavour to take the greatest care of entrant's work, we cannot be responsible for any damage that may occur

FRAMING

All work must be framed securely and fitted with D rings

Email annee.robson@ochreprintstudio.co.uk with questions regarding hanging or installation requirements

KD Fine Art give OPS Members a 10% discount for framing plus further 10% discount if you pay up front

LABELS

All works MUST have a BLUE label from the LABEL FORM attached to the back and also a GREEN SWING TAG to hang over the front for cataloguing and hanging purposes

DELIVERY OF WORK

Works should be delivered on Saturday 8 July from 9am to 11am ONLY

All entries to be delivered in 'STIFFY BAGS' or equivalent for ease of storage and access – not bubble wrap!

All bags should be clearly labelled with the artist's name. Various sizes of STIFFY BAGS are for sale at Ochre

INVIGILATION

As part of the condition of entry into the Summer Exhibition, you will be asked to help with invigilation for at least one session during the course of the exhibition. These are from 11am to 2pm and from 2pm to 5pm

Please help as much as possible with your availability

COLLECTION OF WORK AFTER THE EXHIBITION

Monday 17 July from 5pm to 7pm / Tuesday 18 July or Saturday 22 July between 10:30am and 1pm

IMPORTANT

It is important that you fully understand the terms and conditions in these GUIDELINES before you submit your entries for the Ochre Print Studio Annual Summer Exhibition – you are asked to tick the box to confirm