 **Kinross and District Art Club**

**Exhibition Guidance Notes for 2024 (DRAFT)**

**Introduction**

The Club's **Exhibition Policy** sets out the rules and regulations for exhibitors of the Club's annual exhibition. The Exhibition will be held this year from **6th – 8th** September in the Cleish Village Hall, Cleish.

* Commission on the sale of all art and craft items for 2023 will be 16% (as agreed at AGM 2022)
* **A limit of 6 is set for this year on the number of art works which each club member may hang. Mounted only artwork is limited to 50% of artwork exhibited by each individual.** A member may therefore exhibit a maximum of 12 pieces of artwork (6 hung + 6 mounted).
* Everyone submitting artwork or crafts must complete an **Exhibition Art Entries Sheet** and/or **Exhibition Craft Entries Sheet** and return to the person named on the sheet by the due date.
* **Members submitting artwork or crafts to the Exhibition must bring them to the venue between 11am and 11.45am on Friday 6TH September 2024. All artworks must be clearly labelled with title and artist's name on the back of the artwork.**

**Crafts must be clearly labelled with name and price.**

* Artwork exhibition labels (title, name & price) will be provided within envelopes displaying the artist's name. For hung artwork, labels should be fixed facing forward to the rear of the top right-hand side of each piece of artwork. For mounted artwork, exhibition labels should be fixed on the front top right-hand side.
* Café produce to be brought on Saturday and Sunday.
* The Committee reserves the right to amend limits as required for the Exhibition.

**Exhibition Weekend**

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| **FRIDAY 6th September** | 10.00am  11am-11.45am  11.30am –2.30pm  3pm at latest  6.30pm – 9pm | *Helpers arrive at Hall to prepare Hall for Open Evening*  *Helpers erect the boards in the Hall/set up café etc*  ***Members arrive (using back door) with artworks, collect exhibition labels and attach to their paintings.***  *Display Committee Hang artworks*  *Rest of helpers display Crafts and prepare Hall for Open Evening*  *All helpers go home*  *Open Evening (7 – 9pm for visitors)* |
| **SATURDAY 7th**  **September** | 10am – 5pm | *Full Day Exhibition* |
| **SUNDAY 8th September** | 10am – 4pm  4pm  4.15pm – 5pm  **4.30pm – 5pm**  **5pm – 6pm** | *Full Day Exhibition*  *Raffle Draw*  *Collection of* ***Purchased*** *Artworks by buyers & prizes by raffle winners*  ***Exhibitors remove their unsold artworks after checking them out with the allocated person***  ***All hands on deck to clear Hall and return venue to normal*** |
| ExhibitionGuidanceNotes version date MAY 2024 | | |