

Please read these notes carefully before completing your entry form

ASA Spring 2020 Exhibition – New Entry and Handing-in Procedures

As mentioned in our note in November (Exhibition Update), there will be new procedures for entering and handing-in framed pictures for the Spring 2020 Exhibition. The following provides more information for members on how the new procedures will work.

Entry Forms

The new entry forms for framed pictures are enclosed. They will also be available to download from the website. Completed forms must be returned no later than **Friday 6th March** to Chris Robertshaw, who is compiling the catalogue. Forms can be returned by:

- Depositing them in the envelope in the Studio
- Sending them by email as an attachment to altyartists@gmail.com
- Post to Chris at 6 Cornwell Close, Wilmslow SK9 2QH.

Note: the entry forms have been revised in line with the new procedures. Please make sure you read the instructions on the back of them carefully. You might want to keep a copy of the form for your records.

Payment

Payment must be received with your entry form, either by cheque or by BACS transfer to the ASA bank account – Sort Code 40-23-02, account number 41069934, using your name as the reference.

No cash please. Unpaid entries will not be included in the catalogue or exhibition.

Cataloguing Entries

The exhibition catalogue will be produced after the closing date for entries (6th March). Please ensure that your entry form is legible, particularly place-names, and that you include the media code, the award entered for, the price (note the minimum price is now £60) and your method of payment. If you are not entering your picture(s) for an award leave this column blank.

Handing-in

Handing-in will take place at Loreto Prep between 11:00 and 12:30 on Friday 27th March. Use the main school entrance, unwrap pictures in the entrance hall and hand in at desks in the lobby. Please bring your pictures and a copy of your entry form. Cards, unframed and off-the-table pictures can be handed-in in the usual way.

Framing

As we will not be having a selection day, frames will now be checked at handing-in to ensure that they comply with the standards fully outlined in ASA's **Revision (2015) of Exhibition Procedure for Spring and Autumn Exhibitions**. ASA's exhibitions are the Society's showcase to the general public and it is important that we maintain a high standard of presentation in all our exhibited work. Frames that do not meet these standards may be rejected from the exhibition if they cannot be rectified before pictures are hung in the afternoon. If you are unsure as to whether your frames meet these standards or would like advice about frames and framing please contact any of the following who will be happy to help: Ann Roach, Jane Fraser,

Collection

Unsold pictures may be collected on Thursday 2nd April 10.00am – 12.00 noon.

Everyone exhibiting is expected to assist with setting up / dismantling of the exhibition, and / or stewarding. Please do your best to help by completing the form overleaf and sending it in with your entry form. There is also a spreadsheet in the studio.

**SPRING 2020 EXHIBITION Saturday 27th March – Wed 1st April.
AWARDS TO BE PRESENTED on OPENING DAY ~ 1pm ON SAT 28TH MARCH**

Everyone who exhibits has an obligation to assist with setting up / dismantling of the exhibition, and / or stewarding. Please tick your availability and hand in this section with your entry form

Setting-up	Time					Tick
Fri 26 th March	9am - 12pm	Loading and transporting equipment Setting up display boards and lighting				
	11-12.30pm	Hand in of paintings at Loreto Prep School				
	10am -1pm	Processing pictures, cards etc				
	12 - 3 pm	Hanging pictures Setting up card display				
Stewarding	Time	Tick		Tick		Tick
Sat 28 th March	10am- 12pm		12pm-2 pm		2 - 4.30pm	
Sun 29 th	10am -12 pm		12pm-2 pm		2 - 4.30pm	
Mon 30 th	10am -12 pm		12pm-2 pm		2 - 4.30pm	
Tues 31 st	10am -12 pm		12pm-2 pm		2 - 4.30pm	
Wed 1 st April	10am-12pm		12pm-2 pm		2 - 4.30pm	
Dismantling	Time					Tick
Thurs 2 nd April	9.30am -1pm	Dismantling exhibition				
	10.30-12pm	Artists & buyers can collect paintings				

Name.....

Phone No.

Email.....