

KIAMA ART SOCIETY - INSTRUCTIONS FOR EXHIBITORS AT OLD FIRE STATION

1. REGISTRATION:

- All exhibiting artists must be financial members and agree to be part of the sitting roster for one 3-hour session during the week-long exhibition.
- All artwork exhibited must be available for purchase and a commission of 15% of the sale price will be paid to the art society if the artwork is sold during the exhibition.
- Complete the registration form (in "Forms" on KAS website) The contact details and the bank account number you provide will be used to transfer to you the proceeds (less 15% commission) from any sales of your work.
- Please pay the registration fee of \$10 online to the KAS account. Use "OFS +your name" as the bank reference. Make note of payment on the form. If you unable to do this then cash will be accepted on drop-off day. Bank account details for paying online are:

Name: Kiama Art Society
Bsb: 032689
Acct: 540168

- Email your payment receipt to the Robyn McMillan (kas.robyn@gmail.com) and Michele Skuza (micheleskuza@gmail.com). If you sell any items at the exhibition you will be contacted and will then need to forward your bank details so she is able to easily reconcile the exhibition proceeds and forward any money owing to you quickly.
- Email your entry form to Michele Skuza and Robyn McMillan. **All forms are due the Thursday two weeks prior to the exhibition** to allow time for the roster to be made.

2. EXHIBITION CATEGORIES:

PLEASE NOTE THAT SPACE IS LIMITED PER ARTIST TO:

- **WALLS - two paintings covering and area no greater than 1.4sqm. (see size limitations below) and fitted with d-rings**
- **TABLES - any combination of:**
 - a) 1 card stand,
 - b) 4 small framed paintings
 - c) 5 small unframed mounted paintings

No SMALL TABLES. FLOOR RACKS or PLINTHS are to be used except those made available by organiser.

a. Paintings –

i. For hanging on walls:

- **2 paintings only**

- covering a combined area no greater than 1.4sqm
- Longest side of any painting be to be no longer than 110 cms including frame. If the combined area of both paintings exceeds these limitations, it is at the discretion of the exhibition organizer as to whether both or only one. will be hung.

ii. **Small framed paintings for Tables – 4 only -**

- **4 paintings only**
- Must be no bigger than 30x30cm.
- Must be labelled with title (if any), artist, medium and price.
- Please bring your own stand/easel if possible.

iii. **Unframed Paintings in mounts –**

- **5 paintings only**
- Must be no bigger than A3.
- All unframed paintings must be presented in a mount, wrapped in cellophane and clearly labelled with title (if any), artist, medium and price.
- Unframed paintings must be placed in a rack (available from coordinator).

b. **Cards**

- Cards must be either your original artwork or prints of your original artwork.
- Your cards etc must be placed in one acrylic display stand or container no higher than 45cm. Artist to supply stand themselves.
- **Individual cards from each artist must all be the same price.** Price must be in whole dollars as there will not have much small change available.
- All cards must have **the price and the name of the artist** clearly visible somewhere on the card or label so cashier can quickly tally purchases.
- if you wish to offer a discount for a bulk purchase of cards (eg 6 for \$25) then they must be pre-bundled (eg 6 tied together with a ribbon). Only one bundle price per artist. Price must be in whole dollars and written on each bundle with artist's name.

4. PRESENTATION OF PAINTINGS FOR DISPLAY

- **Do not enter paintings that have been recently exhibited in the OFS, especially the last.** Our exhibitions must look fresh and new.
- Check that your name and title of work are displayed on the back along with a piece of masking tape on the front of each painting with your initials and the number it was given on your entry form (eg Michele Skuza's 2nd painting will be labeled MS2).
- Have paintings for walls ready to hang using the following method:
 1. **D RINGS** on either side 10 to 15 cms from the top, with hanging twine. **Use Cord only** (No stapled strings, no kitchen string or wool, no fishing line or wire)

2. **Large D rings facing upwards** above the first set (see photo). This facilitates easy hanging and ensures the paintings stay level.



5. DELIVERY AND COLLECTION OF ARTWORKS:

- DELIVERY is directly to the Old Fire Station in Terralong St, Kiama, between 9am and 10am on the Thursday (opening day). Please contact the coordinator if you cannot drop off at this time as other arrangements may be possible depending on team availability.
- COLLECTION of unsold paintings is between 2pm and 4pm only on the following Wednesday (closing day).
- Go to the registration desk and check that your form has been received, confirm your place on the sitting roster, and check label to ensure pricing information is correct. Using the tape provided stick each label on the back of its corresponding painting at the front right hand side
- Give your painting (with label attached) to a member of the hanging team.

6. SITTING ROSTER:

- If you wish to exhibit, you must take part in the sitting roster.
- You will only be required to sit for one session of 3 hours but, when filling in the registration form, please supply a choice of dates and times that you will be available to allow the scheduler some flexibility when making up the roster. If you would like to sit with another member who is a friend/relative, please write this on your form. We will try to accommodate your request but please appreciate that we also need to place inexperienced members with an experienced member.
- You will be notified of your sitting sessions the week before the exhibition shortly after entries close. If you have difficulties with your nominated time or are sick on the specified day phone or text **Michele Skuza 0428741154 or Robyn McMillan 0407939528**
- Please be on time as it is important that two sitters are in attendance at all times.