

ENTRY FORM for MERSEA ISLAND MUSEUM TRUST'S ANNUAL ART EXHIBITION 23rd TO 25th NOVEMBER 2018

Our Annual Art Show, held late in the year, has continued to attract Christmas buyers and consistently raises over £1000 for the Museum Trust – a target we hope to maintain or exceed this year! It continues to be the largest single fundraiser for our museum. We hope you will be able to support this year's show which will be run along similar lines to previous shows. Hanging space is, as always, limited so we request that entries do not have any dimensions which exceed 75cm (2ft 6in). This figure is not set in stone so, if in doubt, contact Myrna Fahie or Mary Neville.

The exhibition closes at 5.00pm on Sunday 25th November. Exhibitors will be unable to collect their unsold work until the exhibition is closed to the public (5.00pm). We ask for your understanding in this matter as often there are still potential buyers viewing the exhibition at this time and we cannot start dismantling the exhibition until the show is officially closed. Buyers will be invited to collect their purchases from 3.00pm - this is a particularly busy time for the stewards, who will be taking payments from buyers, completing receipts and ensuring that the buyers receive their purchases making it impossible for them to start returning work to artists at this time. If, for any reason you are unable to collect your work at 5.00pm please contact Myrna Fahie (01206 382972) prior to the exhibition so that alternative arrangements can be made if possible.

We will have banked and provided the museum with a summary of all sales made at the exhibition by 17h00 on Tuesday 28th November. The museum is responsible for paying artists and will pay for any artworks that have been sold – so all queries regarding this matter should be directed to Mary Sparks who will be handling the administration on behalf of the museum.

Key Dates for the Open Art Exhibition

Date/Time	Action
Saturday 3 rd November 12h00	Completed entry forms with hanging fees to reach Mary Neville, 37 Yorick Road, West Mersea, Essex CO5 8AJ Telephone 01206 382300 Or Myrna Fahie Telephone 01206 382972
Monday 5 th November 13h00	Exhibition Catalogue is prepared and goes for printing
Wednesday 21 st November 09h15	Erect stands and prepare museum. Muscular help wanted!
Wednesday 21 st November 15h00-16h00 Wednesday 21 st November 18h30-19h30	Exhibitors deliver work to the museum (next to the Church of St Peter & St Paul)
Thursday 22 nd November 19h00-21h30	Public Preview. Open to all especially prospective buyers and artists.
Friday 23 rd – Sunday 25 th November 10h00-17h00	Exhibition open. Closes at 17h00 on Sunday 25 th November.
Sunday 25 th November 17h00 to 18h30	Unsold work to be collected by exhibitors.

Please turnover for further important information 

The Small Print!

- Hanging Fee:** £3.00 for each of the first two pictures – 3rd picture is free! Hanging fees are payable with your entry form. Cheques should be made payable to Mersea Island Museum Trust.
- Commission:** 15% of all work sold will be retained by Mersea Island Museum Trust. The balance will be posted to the exhibitor.
- Liability:** The Mersea Island Museum Trust cannot accept any liability for loss or damage to exhibitors work whilst they are at the museum. Exhibitors should make their own insurance arrangements if they wish.

Exhibits

1. Artists are invited to submit up to 3 exhibits, the 3rd being a 'reserve'. These must be their own work and for sale.
2. In previous shows we have managed to hang all the 'reserves'. We will always wherever possible, hang all the artwork we receive however as explained in the preamble, it is possible that space might be short so, do bear in mind that larger pictures can be difficult to hang. Please phone Mary Neville or Myrna Fahie if any of your work is on the big side (any dimensions larger than 75cm/2ft 6in) so we are made aware of this before the show rather than "surprising" us on the day of hanging.
3. Artworks must be safely framed and tight strung, so that the hook will be hidden by the picture – we are unable to provide or fit hanging materials for your artworks – if we cannot hang your artwork you will be advised and given the opportunity to fit appropriate hanging mechanisms otherwise we will not exhibit it. Please ensure that your artwork is CLEARLY labelled on the back with the artist's name, title, medium and the price, preferably using the labels provided.
4. The labels on your artwork should correspond with the entry form you submitted. Artworks that differ from the entry form **will not be accepted for exhibit**.
5. Selling price changes of an exhibit to that on the entry form and catalogue will not be accepted.
6. Ceramics. Sculptures, wood carving/turning, glasswork, woodcuts, etchings and other forms of 'Art' are invited and encouraged but please discuss with Myrna (01206 382972) in respect of delivery and how they will be displayed.
7. We encourage you to submit at least one original artwork. We will accept limited edition prints of your own artwork. Unfortunately we cannot accept photographs, computer art or unframed pictures.
8. If you would like to receive this entry form via email please provide us with your email address on the entry form and we will ensure you receive an electronic copy. This really cuts down on printing costs, postage costs, petrol costs etc.

We look forward to a great exhibition and hopefully lots of sales. See you there.

Myrna Fahie

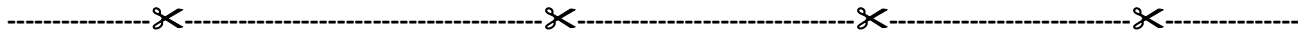
Telephone: 01206382971 e-mail m.fahie@btinternet.com

Your Entry Form

Complete this 1st section and cut along the dotted line where indicated and return to:
 Mary Neville,
 37 Yorick Road, West Mersea, Essex CO5 8AJ
 Telephone 01206 382300

Entries must be received by no later than **12h00 on Friday 2nd November** with your hanging fee (£3.00 each for first 2 exhibits). Cheques made payable to Mersea Island Museum Trust. Please write in full, do not use initials.
 Please complete writing legibly using BLOCK CAPITALS.

Exhibitor Name & Address: _____ _____ _____ _____ _____ Post Code: _____ Telephone: _____ Email: _____	Exhibit 1 Title: _____ Exhibit 1 Medium: _____ Price _____ _____ Exhibit 2 Title: _____ Exhibit 2 Medium: _____ Price _____ _____ Exhibit 3 (Reserve) Title: _____ Exhibit 3 Medium: _____ Price _____ _____
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YOUR LABELS FOR THE BACK OF YOUR EXHIBIT

Keep this section of the form and complete 1 label for each piece of artwork (to match your entry form) & attach it to the back of your exhibit before handing it in at the exhibition. Cut along the dotted bold lines for each label.

Exhibitor Name: _____ Telephone: _____	Exhibit 1 Title: _____ Exhibit 1 Medium _____ Price _____ _____
Exhibitor Name: _____ Telephone: _____	Exhibit 2 Title: _____ Exhibit 2 Medium _____ Price _____ _____
Exhibitor Name: _____ Telephone: _____	Exhibit 3 (Reserve) Title: _____ Exhibit 3 (Reserve) Medium _____ Price _____ _____

Please turnover for really important volunteering information!!

Schedule of Volunteers

I can lift, shift and rig from 09h15 on Wednesday 22nd November

I can unrig and re-stow screens on Monday 26th November at 9h15

Stewarding – Please tick where you are able to volunteer to help with hanging or stewarding. We require three people for each session.

Hanging Wed 21 st	Session times for Stewarding	Stewarding Friday 23rd	Stewarding Saturday 24th	Stewarding Sunday 25th
	10 – 12.15 a.m.			
	12.- 2.15 p.m.			
	2 – 5 p.m.			

Thank you for volunteering – we really need your help and appreciate every little bit we can get 😊

You are invited to a
preview of the
Mersea Island Museum's annual
Art Exhibition
Thursday 22nd November 2018 between 19h00 and 21h30

Join us for a sneak peek before the doors
officially open! You can buy any exhibits that take
your fancy on the night whilst enjoying a glass of wine and a nibble. We
look forward to welcoming you.

The exhibition will be open from Friday to Sunday
23rd to 25th November
10h00 to 17h00