

Membership No:

**RCPS Members’ Exhibition 2022**

**Artist Submission Form** *(Maximum of 3 pieces per artist)*

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Surname: |  |
| Address: |  |
| Contact Number: |  |
| Email Address: |  |
| Category: | Painting / Print / Illustration / Graphics / Textiles / Photography / 3D /Other |
|  |  |
| Title of Works  |  |
| Year of Completion: |  |
| Medium: |  |
| Price: (if for sale) |  |
| Brief biography &/or description of piece(s):(max.100 words)*An opportunity to share information about your work; to be displayed alongside it.* |  |
| Contact details you would like displayed: |  |
|  |  |
| Size(s) of piece(s): |  |
| Detail of specific display, hanging requirements or preferences: |  |

***Information, Terms and Conditions***

***Key dates:***

* Deadline for completed entry forms: **Tuesday 5th July**
* Dates to deliver artworks to The Poly: **Saturday 23rd July, Monday 25th July, Tuesday 26th July and Wednesday 27th July 10.00am – 4.00 pm (please note we are not open on Sunday so there is no drop off on this day).**
* Exhibition opens to the public: **Tuesday 2nd August 10am – 5pm.**
* Private View: **Tuesday 9th August 5pm – 7 pm**
* Exhibition closes: **Saturday 20th August at 2pm**
* Collection of artworks: **Saturday 20th August 2pm - 4.30pm & Sunday 21st August 10am – 2.00 pm. Any work not collected within a month of the show finishing will be donated to charity.**

***Eligibility***

* Submissions can only be made by members of the RCPS. Membership is £30 per year; more info can be found here: <https://thepoly.org/get-involved/membership>
* Work must not have been submitted before to the Members Exhibition in previous years.
* Work submitted must be by the member themselves.

***Display requirements/Hanging details***

* 2-D work must be ready to hang, strung and D-ringed. Un-strung work will not be accepted.
* For 3-D work, a method of display must be specified. If any work is particularly large or has any special display requirements, this should be outlined in submission.

***Use of Work***

When selecting work, please remember that the exhibition is open to the public and artwork should be family friendly. The RCPS retains the right not to include any works that are unsuitable for this exhibition.

The RCPS may photograph and use images for promotional purposes.

***Loss & Damage***

The RCPS cannot be held responsible for any loss or damage to artwork.

***Sales***

If the work is for sale, its price must be set by the artist and indicated on the submission form.

**20% commission + VAT** on any work sold will be taken by the RCPS and will contribute to the upkeep of the building and the future of the society. Sold work cannot be removed until the end of the show, unless agreed by the artist.

***Invigilating the exhibition***

We would like to encourage artists to help with the invigilation of the exhibition. A timetable will be arranged closer to the event.

**Please email your completed form to:** **guild@thepoly.org** **or post to Sarah Edom or Jasmin Ford, The Poly, 24 Church Street, Falmouth, TR11 3EG**