

Membership No:

## Royal Cornwall Polytechnic Society (RCPS) - Members' Exhibition 2026

**Artist Submission Form** (*Maximum of 3 pieces per artist – we guarantee that at least one will be selected*).

First Name:		Surname:	
Address:			
Contact Number:			
Email Address:			
Category:	Painting / Print / Illustration / Graphics / Textiles / Photography / 3D /Other		

Title of Works Please label your images with their individual titles.	
Year of Completion:	
Medium:	
Price: (if for sale)	
Brief biography &/or description of piece(s): (max.100 words) <i>An opportunity to share information about your work; to be displayed alongside it.</i>	
Contact details you would like displayed:	

Size(s) of piece(s):	
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**Notes:**

- Please include/attach images of the work being displayed.
- Please make sure a label with artist's name and phone number is firmly attached to back/bottom of artwork.
- By submitting your work, you are agreeing to the terms and conditions on the sheet attached.

Detail of specific display, hanging requirements or preferences:	
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### ***Information, Terms and Conditions***

#### ***Key dates:***

- Deadline for completed entry forms: **Saturday 11<sup>th</sup> July.**
- We will let you know which of your pieces have been selected by **Sunday 26<sup>th</sup> July 2026**
- Dates to deliver artworks to The Poly: **Tuesday 11<sup>th</sup> August – Saturday 15<sup>th</sup> August 10am – 4pm**
- Exhibition opens to the public: **Tuesday 25<sup>th</sup> August 10am – 5pm.**
- Private View: **Tuesday 25<sup>th</sup> August 5pm – 7 pm**
- Exhibition closes: **Saturday 12<sup>th</sup> September at 3pm**
- Collection of artworks: When the exhibition closes on **Saturday 12<sup>th</sup> September 3pm – 5pm (We would prefer you to collect during this slot)** or alternatively **Tuesday 15<sup>th</sup> September through to Saturday 19<sup>th</sup> 10am – 4pm.**

#### ***Eligibility***

- Submissions can only be made by members of the RCPS. Membership is £35 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.
- Please include/attach images of the work being displayed. Please label each image with the name of the artwork and if possible, send as an email attachment rather than in the body of the email.
- Please send your application form and images in one of the following formats: Word Doc, PDF, Jpeg. We cannot open other formats. If you have a Mac, we cannot open 'Pages' please send as a PDF.
- Please make sure a label with artist's name and phone number is firmly attached to back/bottom of artwork.
- You can submit up to three pieces; we guarantee that at least one will be selected and entered into the show.
- We are not accepting multiple cards and prints this year.

#### ***Display requirements/Hanging details.***

- 2-D work must be ready to hang, strung and D-ringed. Please see image below for an example. Un-strung work will not be accepted.
- Please make sure your work is DRY before submitting it to be hung.
- 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, please make sure this is correct at the time of submission, changes to labels/prices cannot be guaranteed once the selection has been made.

**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](mailto:guild@thepoly.org) or post to Sarah Edom or Jasmin Ford, The Poly, 24 Church Street, Falmouth, TR11 3EG.**