



**COTSWOLD ART CLUB**  
Cheltenham Est. 1931 Gloucestershire

**Exhibition & Stewarding Committee**

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# COTSWOLD ART CLUB

Rules and Guidance  
for a successful  
Exhibition

## **COTSWOLD ART CLUB**

### **EXHIBITION REGULATIONS AND GUIDANCE NOTES**

**ENTRIES:** All artwork must be the artist's own original work. No copies of work by other artists are allowed except in the case of 'old masters' when suitable attribution must be made on the label and the back of the painting. Copies from photographs or publications that are not your own and would infringe copyright laws are not allowed.

Prints, hand-coloured prints, photo-copies, lithographs, computer-generated images, lino-cuts or any work that can be reproduced are not allowed.

**FRAMING & HANGING:** All entries must be suitably framed fitted with eyelets or D rings appropriate to weight of picture and wire/cord attached ready for hanging. Glazed frames should be sealed on the back for protection and canvas with stapled sides should also be framed.

**SCREENS:** Screens are approximately 8 ft wide by 4 ft high and a half screen is 4 ft wide by 4 ft high.

*Please note that at Lower Slaughter only half screens are available.*

**LABELLING:** All work must be labelled with the exhibition labels provided. These should show the Artist's name, title of work, medium and price. These must match the details given on the entry form. These details should also appear on the reverse of the painting together with your name, address and contact number.

**PRICING & COMMISSION:** For ease of administration pricing should be in multiples of £5 and not less than £30 (£15 for unframed). Levy on sales is 15% of purchase price.

**HANGING & DISPLAY:** Exhibitors are responsible for hanging work between 9am and 11am. Exhibitors are responsible for filling screens adequately and for a balanced look paintings must not touch each other. No advertising material is allowed on screens or labels – profiles of the artist are permitted but only on the reverse of the painting.

**COLLECTION:** Unsold paintings should be collected between 4pm—5pm on the final day. Please note: **NO COLLECTION BEFORE 4pm.**

**STEWARDING:** If you are allocated a screen you will be expected to steward. This is a condition of exhibiting at the exhibition.

Neither the organising Committee nor the Venue can be held responsible in the event of loss, damage or theft and artists should arrange their own insurance if thought necessary.

The decision of the Committee is final on all matters related to the hanging or removal of paintings and allocation of screen space. The Committee reserve the right to remove works considered unsuitable including those not suitably framed.

Return of the application form will be taken as acceptance of these regulations and your availability to steward.