

‘Collections Re-crafted’

Saffron Walden Museum Exhibition
Saffron Walden Museum, Museum Street, Saffron Walden, CB10 1JL
6th October 2018 – 3rd February 2019

Exhibition criteria

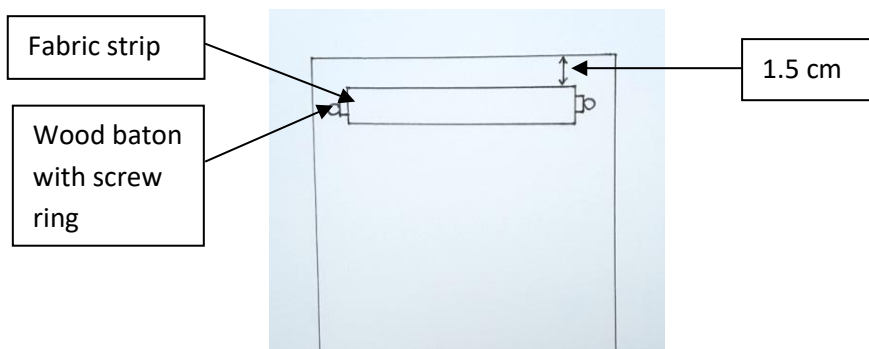
- Work should reflect inspiration from the town of Saffron Walden or museum artefacts.
- To be eligible to exhibit membership of ERTF is required.
- The work needs to be original and not previously exhibited.
- Work may be offered for sale but will be available to the purchaser at the end of the event only.
- Completion of the Saffron Walden Museum ‘Information from Exhibitors’ form is required.
- This is an open exhibition and the hanging group, which includes museum staff, reserve the right to decide on the final pieces displayed.

Presentation and submission information

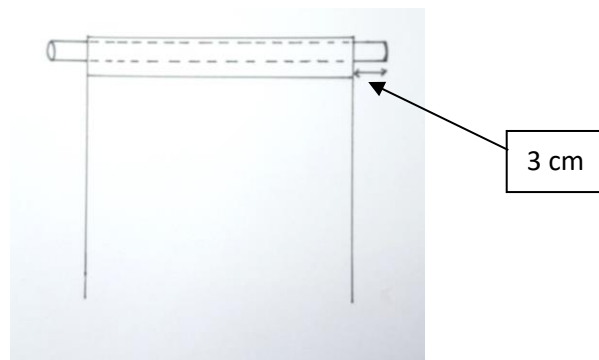
- 2D and 3D work may be submitted.
- If anyone is concerned about copyright of designs used they should contact the museum direct.
- A non-refundable fee of £5 is payable with the intention to submit. This is a set fee of £5 whether one or two pieces are being submitted.
- A display fee of £25 will be charged for the first piece with an additional charge of £10 for a second piece. Payable when work is submitted. This is in addition to the £5 paid with the intention to submit.
- A maximum of two pieces per member may be included.

- Submissions must be accompanied by a fabric bag with handles large enough to hold all packaging, labelled with your name, title and photo of the finished work.
- **Hangings** – the following aims to provide suggestions which will assist in the hanging process.

a) a hanging sleeve with a baton and screw-eyes in each end;



b) a turned top which allows for a pole – 3cm over-hang each side for hanging purposes.



- **Picture frames** – where picture frames are used framing must be to a professional standard supported by two rings at the back. Please avoid using zig-zag or photo frames.

- Work must be submitted by 21st September 2018 to a member of the Exhibition Committee. This may be done in person or by post.

Carole Nicholls	Green Fallow, Bury Rise, Bovingdon, Herts HP3 0DN	carole.design@icloud.com
Sue Dunkerley	18 Ellis Fields, St Albans, Herts AL3 6BQ	sue@dunkerley.com
Annie Brown	75 Station Road, Fordham, Ely, Cambs CB7 5LP	anniebrownneedlefelting@hotmail.com

- **Photographs**

Photographs of completed work or work in progress are required by 23rd June 2018 for publicity purposes. This may be of completed work, part work or sketchbook entries.

Format: jpeg

File label: Please label each photograph with ERTF and your name and short title to enable this to be matched to your submission form [e.g. ERTF LBrown Trees in the Sunshine].

Photo files should be sent to Sue Dunkeley sue@dunkerley.com

- A signed agreement form and submission fee must be sent to Carole Nicholls by 21st September 2018
- The exhibition will be hung from Tuesday 2nd October 2018 and taken down week beginning 4th February 2019.
- The private view will be held on Friday 5th October 2018 from 6-7.30pm.

If you have any queries please do not hesitate to contact a member of the Exhibitions Committee. Please check the submission checklist at the end of this document.

Exhibitions Committee: Annie Brown anniebrownneedlefelting@hotmail.com , Sue Dunkerley sue@dunkerley.com , Carole Nicholls carole.design@icloud.com

Submission Checklist

- Intent to submit form with £5 fee sent to Carole Nicholls by 28th April 2018
- Initial photographs, finished work/ work in progress/ sketchbook entries sent to Sue Dunkerley by 23rd June 2018.

File Label: ERTF followed by your name and short title to enable this to be matched to your submission form
[e.g. ERTF LBrown Trees in the Sunshine].

- Saffron Walden Museum form returned to museum and copy sent to Carole Nicholls by 1st July 2018
- Unframed pieces – include hanging sleeve with baton and screws or 3cm overhang.
- Framed pieces – professional standard.
- Ensure the following information is clearly visible on the back of the work. A sticky label would be stating title of work, artist's name, price.
- Fabric bag – sturdy and supportive. No loose bubble wrap.

Clearly labelled with

- artist's name
- title of work
- photo of the finished work.

- Signed agreement form and fee sent to Carole Nicholls by 21st September 2018
- Submission deadline of work to a member of the Exhibitions Committee:
21st September 2018