

## INFORMATION FOR ARTISTS

### EXHIBITION DATES

The exhibition will be open to the public between **10:00am and 4:00pm** from **Wednesday 29 September to Sunday 10 October** in the Fitters' Workshop, Kingston Art Precinct, Kingston ACT.

### ENTRY PROCEDURE

Entries can be completed online by logging in to the [BASA Website](#) and clicking the Register button on the Exhibition Event. You will then have to fill in the Registration form and the Artwork Submission and Roster form. You can choose to pay online or offline (select Invoice Me).

All entries must be received **by Sunday 5 September 2021**. Late entries cannot be accepted. Entry fee is \$10 per original painting (framed and unframed) with 25% commission on sale.

See **Enquiries** section, below, for contact details if you cannot complete the forms online and want a paper-based form emailed or posted to you.

### SELECTION AND HANGING

Entries previously hung in a BASA in-person exhibition are **NOT** eligible.

Entries submitted to our 2020 online exhibition or forums can be re-submitted to Flora.

In accordance with the BASA Constitution, the Society strives to pursue excellence in botanical art, thus the BASA Committee reserves the right to decline any artwork which they believe was not faithfully represented upon sighting and does not meet the selection criteria which includes that the work must be predominately of a botanical subject.

Anyone whose entry is in doubt, based on the information provided, will be contacted. As with all previous exhibitions, the committee will endeavour to hang all framed entries, however, space constraints will dictate what will be displayed. The balance of framed work will be displayed or reserved at the discretion of the Exhibition Committee.

Each member can submit up to **4 framed works and 1 unframed work**.

Maximum size of artwork (including the frame) permitted is **80cm wide by 80 cm high**.

Please indicate the size of the artwork on the Submission form as this will be used by the Committee when assessing how to hang all the works.

A digital image will be requested as an option in the entry form as the works will be displayed online simultaneously with the exhibition. The image may be provided closer to the exhibition date if necessary.

### FRAMING

Frames are to be of a professional quality and the design of the frame should not overwhelm the artwork. The artist should use their discretion in the choice of matting and framing. White or off-white matting and plain timber or metallic finished frames are traditional, but not compulsory. Framed entries must have D-rings and a hanging wire.

All unframed artworks are to be matted with a backing board for support and securely wrapped in clear acetate or cellophane.

### DELIVERY OF ARTWORKS

ON: Tuesday 28 September between 10.00 am and 12:00 Noon

TO: Fitters Workshop, Kingston Arts Precinct, Wentworth Ave, Kingston, ACT

### COURIERS AND POSTAGE

If sending by Australia Post, the address for postage will be advised closer to the event. The work must arrive prior to delivery day. If work is to be returned via Australia Post, payment for return postage can be made (if needed) after the exhibition.

Return payment and paperwork for couriered work must be delivered with the artwork.

<b>COLLECTION OF SOLD WORK</b>	We encourage buyers to leave their artwork on display for the duration of the exhibition. However, if the buyer cannot collect for any reason on the last day, they may be permitted to take the artwork away with them, at the Exhibition Committee's discretion. Unframed and small works artworks sold during the exhibition can be taken at the time of purchase. Artists will be notified as soon as possible when their work is sold.	
<b>COLLECTION OF UNSOLD WORK</b>	<p>ON: <b>Monday 11 October 2021 between 10:00am and 12:00 Noon.</b></p> <p>FROM: Fitters' Workshop, Kingston Arts Precinct, Wentworth Ave, Kingston, ACT</p> <p>If sending an agent or courier, please ensure they have ID.</p>	
<b>PUBLICITY</b>	BASA may submit information about the exhibition, including the names of exhibiting artists and images of their work, to media outlets for promotional purposes. BASA may also use the images on our website, Facebook or Instagram. BASA will acknowledge the artist whenever their image is used.	
<b>MERCHANDISING (PRINTS &amp; CARDS)</b>	<p>Artists who have high quality prints of their work (not of exhibited works) are invited to offer them for sale at the exhibition. A maximum of 5 prints may be submitted, with no more than 2 copies of each print. The prints themselves must be individually priced, as they will not be included in the catalogue. A 25% commission will be deducted from the selling price.</p> <p>Members may submit cards depicting their artwork for sale at the exhibition. A maximum of 4 different designs may be submitted, with no more than 10 copies of each design. Each card must be enclosed in a cellophane bag and individually priced and marked with artist's name. Any cards not fulfilling these criteria will not be sold.</p> <p>Artists who wish to sell cards or prints must complete the appropriate section of the Artwork Submission Form. In the event of a discrepancy between the price noted on the Form and the price marked on the card or print, the price on the card or print will prevail. All prices should be in whole dollars. A 25% commission will be deducted from the selling price.</p> <p>All prints and cards must be delivered at the start of the exhibition. No additional supplies will be accepted.</p>	
<b>PRIZES</b>	There will be a <b>\$300 prize</b> for Best in the BASA Show and prizes for Highly Commended works.	
<b>ENQUIRIES</b>	<b>ENTRY FORM PROCESSING</b>	<p>Entries should be completed online. If paper forms are required, please contact:</p> <p><b>Thea Clark</b>  <b>Email: <a href="mailto:thea.e.clark@gmail.com">thea.e.clark@gmail.com</a></b> <b>M: 0411 114 471</b></p> <p>Please contact Thea with any questions about the entry forms and payment processing.</p>
	<b>ARTWORK POSTAGE AND DELIVERY</b>	<p>Deliver to <b>Fitters' Workshop on 28 September 2021 between 10 am and 12 noon.</b></p> <p>Address for posted work to be advised.</p>

## EXHIBITOR CHECKLIST

	Deadline	Done ✓
<b>1 All forms to be received by deadline</b>	5 September 2021	
◇ Entry Form and Handling fee	5 September 2021	
◇ Artwork Submission and Roster Form	5 September 2021	
<b>2 Artworks delivered to Fitters' Workshop (all work must have D-rings and a hanging wire)</b>	28 September 2021 10:00 am – 12:00 Noon	
<b>4 Exhibition open to public</b>	29 Sept – 10 Oct 2021	
<b>5 Unsold Artworks collected from Fitters' Workshop</b>	11 October 2021 10:00 am – 12:00 Noon	