

# Members' Exhibition at the Melbourne International Flower and Garden Show

Royal Exhibition Building, Carlton Gardens, Melbourne  
Wednesday 20 March to Sunday 24 March 2024

## INFORMATION FOR ARTISTS

### EXHIBITION DATES

The Show will be open to the public between **9:00am and 5:00pm** from **Wednesday 20 March to Sunday 24 March** and until **9:00pm** on **Friday 22 March 2024** on the balcony level of the Royal Exhibition Building in Carlton Gardens, Melbourne.

### 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 **Friday 16 February 2024**. Late entries cannot be accepted. Entry fee is \$10 per painting.

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

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 3 framed works.

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.

Unfortunately, due to restrictions imposed by the Show management no prints or cards can be displayed or sold.

### DELIVERY OF ARTWORKS

Due to access constraints and security at the Royal Exhibition Building artwork will need to be delivered to a separate **Collection Point on Saturday 16 March between 10am and 12 noon** prior to being transferred in bulk to the Royal Exhibition Building on Sunday for hanging.

All couriered and posted work will also need to be delivered to the Collection Point prior to Saturday 16 March. Please allow plenty of time for postal delays and contact Thea if alternative arrangements are required.

See **Enquires** section for address of Collection Point.

### COURIERS AND POSTAGE

If work is to be returned via Australia Post, an invoice for payment of return postage will be sent (if needed) after the exhibition.

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

Please contact Thea Clark (see **Enquiries** section) with any queries relating to postage and couriers.

### FRAMING

All work must be framed. 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.

<b>COLLECTION OF SOLD WORK</b>	In this show as artworks are sold, they are removed from display. Artists will be notified as soon as possible when their work is sold.
<b>COLLECTION OF UNSOLD WORK</b>	ON: <b>Monday 25 March 2024 between 10:00am and 12:00 Noon.</b> FROM: <b>The Collection Point.</b> If sending an agent or courier, please ensure they have ID.
<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>	No merchandising is allowed in the Art Society display area. This restriction is imposed by the Melbourne International Flower and Garden Show management.
<b>PRIZES</b>	There will be a <b>\$1000 prize</b> for Best in the BASA Show and prizes for Highly Commended works.

<b>ENQUIRIES</b>	<b>ENTRY FORM PROCESSING</b>	<b>Thea Clark</b> <b>Email: <a href="mailto:thea.e.clark@gmail.com">thea.e.clark@gmail.com</a></b> <b>PO Box 1020</b> <b>Mitcham North VIC 3132</b>  Please contact Thea with any questions about the entry forms and payment processing.	<b>M: 0411 114 471</b>
	<b>COLLECTION POINT FOR ALL ARTWORK</b>	<b>Thea Clark</b> <b>28 Murndal Drive,</b> <b>Donvale VIC 3111</b>	<b>M: 0411 114 471</b>

## EXHIBITOR CHECKLIST

	<b>Deadline</b>	<b>Done ✓</b>
<b>1 All forms to be received by deadline</b>	16 February 2024	
◇ Registration Form and Entry Fee	16 February 2024	
◇ Artwork Submission and Roster Form	16 February 2024	
<b>2 Artworks delivered to Collection Point (all work must have D-rings and a hanging wire)</b>	16 March 2024 10:00 am – 12:00 Noon	
<b>3 Exhibition open to public</b>	20 March – 24 March 2024	
<b>4 Unsold Artworks collected from Collection Point</b>	25 March 2024 10:00 am – 12:00 Noon	