

● **SENDING-IN FORM: MEMBERS**

CAMBRIDGE DRAWING SOCIETY

Founded 1882

Annual Exhibition at the Guildhall 2012

Saturday 14th – Saturday 21st April

SENDING-IN DAY TUESDAY 10th APRIL - 11.00am to 6.00pm

Exhibits to be delivered to the Small Hall, Guildhall (side entrance)

Please use BLOCK CAPITALS

| No. | Medium | Title for catalogue | Price | Price of Unframed Prints | *No. of Unframed Prints |
|-----|--------|---------------------|-------|--------------------------|-------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

Members may submit ONE work 'Not For Sale' for an additional fee of £20.

A LABEL of postcard size should be stuck firmly to the back of each work with your name, the number of each work, the title, the medium and the price, and if a print, the number of copies and their unframed price, all written in BLOCK CAPITALS.

ANOTHER LABEL with ALL the same information should be tied to hang at least half-way down the front.

*Printers MUST deliver **all** unframed prints **before** the Private View on Friday 13th April. See RULE 11

Please ensure the information on your labels is IDENTICAL to the information submitted on this form.

ARTIST'S NAME & ADDRESS Title (Mr/Mrs/Miss/Other)

(Block Capitals)

..... Post code

Tel No. Email

Standard Handling Fee **£10.00**

I have signed up to help. Please tick box

Additional (non-helper) fee** **£8.00**

Members of 15 years standing or more are exempt

Not for Sale Fee (1 work only) **£20.00**

TOTAL £

Cash/cheque (delete as applicable)

I understand that it is no longer possible for the Cambridge Drawing Society to insure works on exhibition and that whilst every care will be taken, the Society cannot be held responsible for accidental damage.

Signature

**Members of less than 15 years standing who not have signed to help BEFORE April 10th will be required to pay this fee.

All WORKS must be delivered to the Cambridge Guildhall on Tuesday 10th April between 11.00am - 6.00pm

● **This form must be returned to the Honorary Secretary or the information may be sent by email to arrive no later than March 31st 2012. Late entries cannot be accepted.**

Dr Janice R Anderson, Honorary Secretary

32 Rustat Road, Cambridge, CB1 3 QT

<JRA20@cam.ac.uk>

cambridgedrawingsociety.org

Collection of Unhung Works

Members **must collect** their unhung works from the Guildhall on **Thursday 12th April between 4.00 and 6.00pm**. Every effort will be made to contact members who have all works hung by telephone on the evening of Wednesday 11th April.

Collection of Unsold works at the end of the Exhibition

Works unsold in the Exhibition **must** be removed from the Guildhall at the close of the Exhibition on Saturday 21st April between 5.00pm and 6.30pm.

**THE SOCIETY REGRETS THAT IT IS UNABLE TO STORE ANY WORKS
If you cannot collect yourself please make arrangements for someone to collect on
your behalf**

CATALOGUE The information submitted on this form or sent by email will be used for the exhibition catalogue. Therefore, please keep a copy and ensure that the information on your labels is identical.

EMAIL INSTRUCTIONS If you are submitting by email please send only the following information for each entry in this order:

1. Medium 2. Title 3. Price framed 4. Price and number of unframed prints, if applicable.

Bring the submission form, together with your fee, on handing in day.

LABEL EXAMPLE

| | |
|-----------------------|----------------------------------|
| Full Name* | WILLIAM SHAKESPEARE |
| Number of Work | 1. |
| Medium | ACRYLIC ON CANVAS |
| Title of Work | A MIDSUMMER NIGHT'S DREAM |
| Price | £150 |

*Include your Address on the label on the back of your works if wish to inform purchasers

The submission form may be obtained by email from the Secretary jra20@cam.ac.uk or downloaded from the website