



EXHIBITION RULES

WAAF AUTUMN EXHIBITION 2009

AT THE HARLEQUIN CENTRE UPPER GALLERY

SATURDAY 14th. TO SUNDAY 22nd. NOVEMBER 2009

watford area arts forum

Each artist can submit up to **FOUR FRAMED** works. They may be subject to selection but as many as possible will be hung.

VENUE

The Upper Gallery in the Harlequin Centre, Watford at the top of the escalator to level 1 of the Palace 'Harlequin' car park.

OPENING DATES & TIMES

Saturday 14th. November to Sunday 22nd. November 2009
Monday – Saturday 10.00am to 6.00pm. Sunday 11.00am to 5.00pm.

HANDING IN

Friday 13th. November between 9.00am and 11.00 am.
Please let **Evelyn Row** know if your work needs to be dropped off during your lunch break.
Phone on **01442 242618** or e-mail evelyn.row@btinternet.com

FEES

£2 per work for current members of WAAF. **Non WAAF members £3 per work** .
We regret, no unframed work this time. All cheques payable to **Watford Area Arts Forum**

MEDIA

Any media may be submitted but **MUST** be original works – **no copies or Giclee prints**.

FRAMING

All work should be suitably framed apart from 'box canvasses', Clip Frames will not be accepted, **All works to have screw eyes and cord on back of work. Please make sure the cord forms a "V" when the work is hung.**

ENTRY FORM An exhibition entry form must be submitted with the exhibits, please write clearly.

LABELS

Each work must have a stick on label on the back giving the title, name and price. A label should also be attached by cord so that it will hang over the print or the picture when hung.

INSURANCE

The insurance of all the exhibits is the responsibility of the individual person.
WAAF can not accept responsibility for loss or damage.

STEWARDING

It is a condition of entry that **ALL ARTISTS DO SOME STEWARDING**, artists will need to enter their stewarding time in the Stewarding Rota before handing in their work.

COMMISSION WAAF will take 20% commission of the sale price of each work.

OFFICIAL OPENING

The Official Opening will take place on Saturday 14th. November at 2.00pm. All members, exhibitors and their guests are welcome. Please do come, meet the artists and support the exhibition.

COLLECTION Artists must collect unsold work on Sunday, 22nd. November between **3.00pm and 5.00pm**.
For any further information please contact Evelyn Row on 01442 242618 or e-mail evelyn.row@btinternet.com For latest updates, please visit www.watfordareaartsforum.com

NO UNSOLD WORKS TO BE REMOVED BEFORE CLOSURE OF THE EXHIBITION