



LINGFIELD ART

Autumn Exhibition 2024

Application form

Part 1 – your details

Name	<input type="text"/>										
Address	<input type="text"/>										
Town	<input type="text"/>	County	<input type="text"/>								
Telephone No	<input type="text"/>	Post Code	<input type="text"/>								
Email address	<input type="text"/>										
Please indicate preferred method for future contact:	Email	<input type="checkbox"/>	Post <input type="checkbox"/>								
Commissions - mark here if you are able to undertake Commissions:			<input type="checkbox"/>								
<p>It would help us in future planning to understand where you heard of the exhibition. Can you mark one of the following please.</p> <table border="0"> <tr> <td>Previous exhibitor</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Web site/ social media</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Advertisement</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Recommendation</td> <td><input type="checkbox"/></td> </tr> </table>				Previous exhibitor	<input type="checkbox"/>	Web site/ social media	<input type="checkbox"/>	Advertisement	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
Previous exhibitor	<input type="checkbox"/>										
Web site/ social media	<input type="checkbox"/>										
Advertisement	<input type="checkbox"/>										
Recommendation	<input type="checkbox"/>										
<p>Contact information Lingfield Art Association will retain your contact information on file for the purposes of the exhibition and for 5 years after exhibiting. If you mark this box we will delete it after the exhibition.</p> <p>Our Data Protection Policy can be downloaded from our website at: www.lingfieldart.org</p>			<input type="checkbox"/>								



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Part 2 – Exhibits

Please identify the exhibits and cards you wish to display					
Framed paintings and sculptures (maximum of four)					
	Title of works (max 30 characters) State number of edition if not unique	Size in cm H x W	Medium	Sale Price	Fee
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Browser entries (maximum of three)					
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Please show the overall size of your entry including the frame e.g. H20 x W25.					
Medium refers to the type of paint or the material used. (e.g. acrylic, pastel, resin bronze, lino cut, etc.)					
Artists cards			Sale price	£ <input type="text"/>	Entry fee
We will accept a maximum of 40 cards of no more than 4 designs. They must all be the same price in multiples of 50p. Each card and envelope must be wrapped in cellophane and have the price and artist's name on the back.			Number of cards	<input type="text"/>	<input type="text"/>
Payment may be made electronically to our bank account at Lloyds. Bank details are: Lingfield Art Association, sort code 30-99-50, account no 27207663 Use your name as the reference. We prefer electronic payment, but if this is not possible, payment can be made by cheque payable to Lingfield Art Association and enclosed with the application form				Total Entry Fee	£ <input type="text"/>
Please identify method of payment:			Payment by bank transfer	<input type="checkbox"/>	Payment by cheque
I have read and agree to the Terms & Conditions of Entry. These can be downloaded from our website at: www.lingfieldart.org					
Print or sign your name here to agree		<input type="text"/>	Date	<input type="text"/>	



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Completion of the application form

The application form can be filled in electronically or by hand on a printed copy. To fill it in electronically it must be opened in a pdf reader. If you do not have a pdf reader or the reader you have used does not allow the file to be completed and saved, a copy of the adobe acrobat reader can be downloaded (free) from the website www.lingfieldart.org.

After completing the application form, save the completed copy.

Return of application form

After completing the application form, email it to applications@lingfieldart.org

Alternatively it can be posted to Lingfield Art, Woodglade, Newchapel Road, Lingfield, Surrey, RH7 6BJ. You should retain a copy.

The last day for acceptance of applications is 27th September 2024.

Entry Fees

£12 for paintings with a dimension greater than 1 metre

£7 for other paintings and each sculpture entry

£5 for each browser entry

£5 for up to 40 artists greeting cards

All paintings, sculptures and browser entries sold will be subject to a 10% Commission Fee. There will be no commission fee on cards sold.

Private view

If you are accepted as an exhibitor you will receive one ticket for two people for the private view on Sunday 27th October. The doors open at 4.00pm at the venue and the event closes at 6.00pm. A catalogue will be available for purchase at that time listing all exhibitors and their work.

Handing in

Your entries must be delivered to the venue on Saturday 26th October between 10.00 am and 12.00 noon. Please remember that framed paintings must be fitted with "D rings" and strung as set out in the conditions of entry.

Handing back

The exhibition closes to the public at 2 pm Sunday 3rd November. Unsold exhibits and artists' cards must be collected from the venue between 4 and 5 pm. Lingfield Art Association will not be responsible for any work left uncollected at the venue.

Payment for sales

We hope you will have a successful exhibition and sell a number of exhibits. Payment for sales, after deduction of commission, will be made after the conclusion of the exhibition.



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Part 3 - Stewarding

Stewarding Timetable – your help is essential: Committee contact Jill Green

The small team of volunteer organisers require the help of stewards to keep your exhibits safe and to engage with potential purchasers. There are some 200 hours of stewarding time that we need to cover in 3 rooms. We aim to rotate stewards around each area during your session.

We really appreciate those of you who are willing to give your time to assist in this way. We ask you to complete one session of 3 hours during the week but if you can do more, please let us know on the form. We of course understand that there may be reasons why this is difficult, but we cannot run the exhibition effectively without your help.

Please indicate in the boxes below the alternative dates and times that you can offer to assist in stewarding. State your first choice for dates, and identify alternative dates as second or third choice, to allow flexibility on scheduling. Jill will contact you about the dates/times we have selected in due course – preferably by email.

Name

Times you are available to steward

	10am – 1pm	1pm – 4pm	1st/2 nd /3 rd choice
Monday 28 October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Tuesday 29 October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Wednesday 30 October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Thursday 31 October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Friday 1 November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Saturday 2 November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Sunday 3 November	<input type="checkbox"/>		<input type="text"/>

Please use the Contact Us page on the website if you have any queries.