

# PAINTING CHANGEOVER STOCK LIST

Please Circle

FEB

MAY

AUG

NOV

[OFFICE PRINT ON PINK PAPER]

**NOTE: PREFERRED DELIVERY OF WORKS IN THE AFTERNOON**

<b>NAME:</b>	<b>DATE:</b>
<b>PHONE NO:</b>	<b>ARTIST CODE:</b>
<b>BICAS MEMBER NO:</b>	<b>BICAS EXPIRY DATE:</b>

Please PRINT

OFFICE USE ONLY	DESCRIPTION	TYPE/ Medium	PRICE	DATE SOLD	OFFICE ONLY	SIGNATURE ON COLLECTION OF WORK

## REPLACEMENT PAINTING


I have read and understand the Terms and Conditions of Hanging 2D.

I understand if these T&Cs (see back of form) are not followed my work will not be hung.

.....  
**Signature**

.....  
**Date**

.....  
**Received By**

.....  
**Date**

## TERMS AND CONDITIONS

**ACCEPTANCE POLICY:** Works will NOT be displayed if following rules are not met.

### PAINTINGS & 2D

1. Up to two (2) works may be presented for selection each quarter. **No larger than 1.22m in any direction. Every effort will be made to hang both works, however if space is limited then only one will be hung.**
2. **Must be original work, not copies, lessons or works from workshops.**
3. **One selected work will be hung each quarter and a second piece subject to space.**
4. All work is to be listed on the stock list provided by the Society and signed out by the Artist on removal. The Artist is responsible for listing items and completing/signing out works removed.
5. All works must be ready for display/hang. Use D hooks and tight framing wire (with ends covered) or cord. D hooks to be placed one third of the way from the top. **(Do not use** single strand brass wire, staples, wool or fishing line).
6. Each work must be **clearly labelled at the back bottom left** of painting with Artist's name, Title of Work, Medium, Selling Price and Phone Number, which must match the stock list provided.
7. Work will be exhibited at the discretion of the Hanging Committee.
8. Label cards will be printed and hung with all paintings: **PAPERWORK MUST** be in no later than **8 working days PRIOR to Changeover**. This allows enough time for relevant bar coding and labels to take place for your work/s.
9. **Delivery of Artwork MUST** be prior to **Changeover Day**. If this is unsuitable, only then by special arrangement.
10. **Painting must not be submitted for hanging within 18 months of Changeover.**
11. Work is to be collected as soon as possible **after Changeover** and removed from the Centre within three (3) months.
12. After six (6) months uncollected works will become the property of BICAS and may be offered for sale.
13. **No work may be removed prior to the end of the Hanging Period unless sold by the Centre or by prior arrangement.**
14. All visible signs, advertising or self-promotion are **NOT PERMITTED** on works.
15. While artworks are on display at the Centre they must be removed from other online sales sites.

