



[OFFICE PRINT ON PINK PAPER]

PAINTING CHANGEOVER STOCK LIST

Please Circle

FEB

MAY

AUG

NOV

NOTE: PREFERRED DELIVERY OF ART- AFTERNOON OPENING HOURS

NAME:	DATE:
PHONE NO:	ARTIST CODE: (office use)
BICAS MEMBER NO:	BICAS EXPIRY DATE: 31/12/

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 Of Artist Date

Artwork Received By Date.....

Bar coded By..... Date Checked By.....

Please PRINT

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

REPLACEMENT PAINTING after sale of one of the above

TERMS & 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 own original work**, not copies, or reproduction of other artists works or photographs, lessons or works from workshops, and must have been **completed in the last 24 months**.
3. **Copyright Laws** require us to stipulate that any works done from photos should be from the artist's photos over which the artist would have copyright. **Please email original JPEG photo showing metadata with entry form.**
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)**. Weight must not exceed 10 kg. 
6. Each work must be **clearly labelled at the back bottom left** of painting with Artist's name, Title of Work, Medium, and Selling Price, **which must match the stock list provided**.
7. Work will be exhibited at the discretion of the Hanging Committee. The Co Ordinator reserves the right to reject unsuitably prepared works including wet, dangerous or delicate works and to not hang work deemed, by the committee, to be damaged, dirty or unsuitable.
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. **NO CHANGES will be accepted after paperwork submitted.**
9. **Delivery of Artwork MUST** be prior to Changeover Day. If this is unsuitable, only then by special arrangement.
10. **Paintings must not be re- submitted for hanging within 18 months of Changeover period.**
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 containing contact details and business name are **NOT PERMITTED** on works, front or back.
15. Once Stocklist Form/s is/are submitted at the Arts Centre the **art must be removed from any other online sales sites.**