

**Amersham Town Council**  
**39<sup>th</sup> Festival of Arts 2018**

**GENERAL INFORMATION**

The Amersham Art Exhibition for 2018 will be held in The Market Hall, High Street, Old Amersham HP7 0DG from Saturday 20<sup>th</sup> October to Sunday 28<sup>th</sup> October 2018. It will be open daily from 10.00 am to 04.00 pm. The Festival of Art will close at 4.00 pm on Sunday 28<sup>th</sup> October 2018. Applications should be submitted on the enclosed entry form. **All entrants are cordially invited to the exhibition preview on Friday, 19<sup>th</sup> October at 7.00 pm.**

**LOCATION**

The exhibition will be held in The Market Hall, High Street, Old Amersham HP7 0DG.

**APPLICATIONS**

**Closing Date**                      **Wednesday 19<sup>th</sup> September 2018.**

**Fees**                                      £2.50 per framed item (includes boxed canvas paintings) (maximum of 3 paintings or sculptures per artist).  
Additionally up to 3 unframed pictures, mounted on backing boards and fully covered in clear film, can be submitted per artist at £1.00 per item.  
Please make cheques payable to Amersham Town Council.

**Return Entry Form to**              Amersham Town Council, Amersham Festival of Arts  
Flint Barn Court, Church Street, Old Amersham, Bucks  
HP7 0DB.              (Tel: 01494 434000)

**ENTRIES**

**Specification**                      Works must be new exhibits, and not have been exhibited previously at Amersham Town Council's Festival of Arts, they should be original oils, watercolours or other media (original etchings etc.) or a sculpture but not photographs, 'limited edition' prints of originals, computer generated work or decorated china or glass. Paintings must be adequately framed for hanging, i.e. wired or strung. For security reasons clip glazing is not acceptable. **'D' or 'O' rings or other flat fixings are compulsory** and backs of pictures must be sealed with tape.

**Size**                                      Maximum size 30" x 24" (762mm x 609mm) over the frame or sculpture. An absolute maximum of 48" (1220 mm) height or width will also apply for framed works.  
For unframed paintings a maximum of 24" (610 mm) height or width will also apply.  
Framed or unframed Diptych and Triptych works will be acceptable based on their overall dimensions as above.

**Identification**                      **Please label all exhibition items clearly.** For paintings include labels in block capitals on the back with the title, name and full address of artist (this includes unframed work) and medium and asking price including the frame. **If entering a sculpture**, please bring a plinth with equivalent details visible on the plinth or the base of the sculpture.

**Greetings Cards** The Festival of Art will accept greetings cards for sale from artists also exhibiting framed or unframed pictures or sculptures. Cards, maximum number 50 individual cards, or packs making up a total of 50 (e.g. 5 X 10) should be presented in flat baskets or boxes with a maximum dimension of 15" (380 mm) square, one basket/box per artist. The Entry Fee for cards will be £2.50 per basket/box . All cards are to be covered in clear film and clearly marked with the artist's initials & price. Each basket/box should be accompanied on hanging day by an A4 sheet, confirming the name of the artist, the amount of cards left for sale, and the price per card or pack.  
All cards from each artist should have a common selling price. They must be either individual or packs not a mixture of the two.

**On-Line Gallery** Amersham Town Council will **NOT** be running the On-Line Gallery for 2018

**Other Information** All artworks & greetings cards are entered at **owner's risk**.

There will be 20% commission on all sales.

**All proceeds go to Amersham Town Council Grants Fund to support local initiatives.**

**RECEIVING DAY**      **Date**                      **Wednesday 17th October 2018**  
                                 **Time**                              **From 9.30 am until 11.30 am**  
                                 **Place**                              **Market Hall, High Street, Old Amersham, HP7 0DG**

**PRIVATE**                      **Date**                              **Friday 19<sup>th</sup> October 2018**  
**VIEWING**                      **Time**                              **7.00 pm.**

**UNSOLD WORKS**              **Collection Date**              **Sunday 28<sup>th</sup> October 2018**  
   **Collection Time**              **Between 4.30 pm and 5.30 pm**

**A CHARGE OF £10.00 PER ITEM WILL BE MADE FOR ANY UNSOLD WORK NOT COLLECTED  
BY 5.30 PM ON SUNDAY 28<sup>TH</sup> OCTOBER 2018**

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39<sup>th</sup> Festival of Art 2018**

**ENTRY FORM – (Please complete in block capitals in black or blue ink)**

**Please enter your name here for the catalogue .....(Block Capitals)**

**FRAMED Works / Sculpture (including boxed canvas paintings)**

<b>1</b>	Title for Catalogue (BLOCK CAPITALS PLEASE)		For Official Use Only
	Medium:		Cat No:
	Size:	Price Framed:	
<b>2</b>	Title for Catalogue (BLOCK CAPITALS PLEASE)		
	Medium:		Cat No:
	Size:	Price Framed:	
<b>3</b>	Title for Catalogue (BLOCK CAPITALS PLEASE)		For Official Use Only
	Medium:		Cat No:
	Size:	Price Framed:	

**UNFRAMED Works**

<b>1</b>	Title for Catalogue (BLOCK CAPITALS PLEASE)		For Official Use Only
	Medium:		Cat No:
	Size:	Price Unframed:	
<b>2</b>	Title for Catalogue (BLOCK CAPITALS PLEASE)		For Official Use Only
	Medium:		Cat No:
	Size:	Price Unframed:	
<b>3</b>	Title for Catalogue (BLOCK CAPITALS PLEASE)		For Official Use Only
	Medium:		Cat No:
	Size:	Price Unframed:	

The size limits are a normal maximum size 30" x 24" (762mm x 609mm) over the frame or sculpture. Pictures over this size will not be permitted to be exhibited. An absolute maximum of 48" (1220 mm) height or width will also apply for framed works.

For unframed paintings a maximum of 24" (610 mm) height or width will also apply.

Framed or unframed Diptych and Triptych works will be acceptable based on their overall frame or mount dimensions as above.

All pictures must have **'D' or 'O' rings or other flat fixings** and backs of pictures must be sealed with tape.

**GREETINGS CARDS**

		For Official Use Only
Number of Cards Entered or number of packs .....		
Card Unit Selling Price £		Cat No:

**It is a condition of entry that every exhibitor makes his or her self, available for stewarding for at least one session during the exhibition. Please indicate three day, date and time slots in order of preference. An allotted time will be emailed or telephoned to you. Please be as flexible as possible with your dates so that we can fill all slots, for Health & Safety we need a minimum of two people for each time slot.**

Day, date & time. Preference. 1	Day, date & time. Preference. 2	Day, date & time. Preference. 3

Stewarding time slots are 10:00 -12:00, 12:00 -14:00 and 14:00 -16:00

**I enclose £                    in entry fees.** Please make cheques payable to **Amersham Town Council**  
 £2.50 per entry – framed (this includes boxed canvas paintings) and £1.00 – unframed.  
 £2.50 per basket/box of greetings cards.

**AGREEMENT**

I accept the decision of the hanging committee as to selection of my paintings, or sculptors, by meeting the correct hanging criteria as per the attached General Information Notes. Any works of art cannot be collected until after the close of the exhibition at 4pm on Sunday 28<sup>th</sup> October 2018 and that works not collected by 5.30pm on Sunday 28<sup>th</sup> October 2018 will be subject to a charge per item of £10.00 and may be subsequently auctioned.

**All works including individual greetings cards are entered at owner’s risk.**

**Signed:** .....

**Title & Name:** ..... (BLOCK CAPITALS PLEASE)

**Address:** .....  
 .....

**Telephone No:** .....

**Email:** ..... (CLEARLY PLEASE)

**PLEASE MAKE SURE YOU READ THE GENERAL DATA PROTECTION INFORMATION ATTACHED AND SIGN THE CONSENT FORM TO BE RETURNED WITH THIS ENTRY FORM.**

OFFICE USE

<p><b>At Exhibition Completion Unsold Works Received by:</b> .....</p> <p><b>Print Name</b> .....<b>Telephone No:</b> .....</p>
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## **Amersham Town Council**

Flint Barn Court, Church Street, Amersham HP7 0DB

Tel: 01494 434000

Email: [townclerk@amersham-tc.gov.uk](mailto:townclerk@amersham-tc.gov.uk)

### **Festival of Art Privacy Notice**

When you exhibit at the Town Council Festival of Arts Exhibition the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, and send payments.

Your personal information will not be shared with any third party without your prior consent.

### **The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

### **Information Security**

Amersham Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

### **Your Rights**

#### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Town Clerk on [townclerk@amersham-tc.gov.uk](mailto:townclerk@amersham-tc.gov.uk)

#### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: [townclerk@amersham-tc.gov.uk](mailto:townclerk@amersham-tc.gov.uk)

#### **Information Deletion**

If you wish Amersham Town Council to delete the information about you, please contact the Town Clerk: [townclerk@amersham-tc.gov.uk](mailto:townclerk@amersham-tc.gov.uk)

#### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk: [townclerk@amersham-tc.gov.uk](mailto:townclerk@amersham-tc.gov.uk)

#### **Rights Related to Automated Decision Making and Profiling**

Amersham Town Council does not use automated decision making or profiling of personal data.

### **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Amersham Town Council - [townclerk@amersham-tc.gov.uk](mailto:townclerk@amersham-tc.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk)

Tel: 0303 123 1113