



Port Community Arts Centre Inc
REGISTRATION OF ENTRY FORM

Open Art Exhibition in the Black Diamond Gallery
66 Commercial Rd Port Adelaide

Titled: Remember When

Saturday 2nd April to Sunday 17th April 2022

Name of Artist: Contact Number.....

Address:

Email:

<u>Title of artwork</u> (maximum of 20 characters)	<u>Medium</u>	<u>Price</u>
1		\$
2		\$

Entry Fee: \$15 per art piece – Please pay on hand-in day – not prior.

Art Hand-in Day: Saturday 26thMarch - 11.00 am – 2.00 pm at the gallery

Opening Event: Saturday 2nd April - 2pm doors open at 1.30pm

Art Collection: Sunday 17th April - 3.30 pm – 5.30 pm OR Tuesday 19th April - 9am – 11am

Please indicate your collection day.

I will collect my art on: Sunday 17th Tuesday 19th

Gallery sitting: It would be appreciated, if it's possible, if exhibitors could sit the gallery for at least one session during the exhibition – sessions are from 10.30am to 1.00pm or 1.00pm to 3.30pm. Two exhibitors **per session will be rostered on. Sitting times will be organised with artists on hand-in day, please bring your diaries**
Please note that the gallery will be **closed on Mondays and Tuesdays.**


COVID-19 restrictions and protocols apply to all gallery events.

I have read, understand, and accept the conditions of entry (*on page 2 and 3 where applicable*)

Signed:.....

All enquiries to 0400 593 987 or mail@portcommunityartscentre.com.au

Port Community Arts Centre - Members Exhibition Terms and Conditions

1. Only the original artwork of the entering artist may be entered into this exhibition. Artwork can be in any recognised artistic medium, of two or three dimensions, this includes all painting mediums such as watercolour, oils, acrylics, gouache, pastel, and pencil, it also includes photographic works, textiles, printmaking, ceramics, and digital imaging. 3D work must be made of wood, metal, stone or ceramic. No reproductions are permissible.
2. All artworks must be for sale. No pairs or sets will be accepted; all artworks must be priced individually.
3. Maximum number of art works allowed per artist is two.
4. The maximum permissible size of any artwork, including 3D, is 110cm x110cm this includes the frame. No exceptions.
5. Prints must be the original print only. 3D work must be made of wood, metal, stone or ceramic and be less than 12 kgs in weight.
6. All artwork, to be hung, must be ready for hanging with flat D rings and wire affixed. *D-Ring example:* 
7. All Frames must be in good sound condition with **no Perspex, glass only, no plastic frames.**
8. All Framed and un-framed canvases must have D-rings attached. Large paintings, 100cm or deeper, should have the D-rings attached no further than 20cm from the top to ensure they hang close to the wall. Smaller paintings should have the D-rings fixed no more than 10cm from the top. Wire should not be so loose that it can be seen at the top of the artwork when it's hanging. Un-framed canvasses must be completed and dry, with the sides neatly painted.
9. All artwork to be hung must have a label, firmly fixed to the back, at the bottom left had corner, artist's name, title of work, medium and price must be clearly marked on it. 3D artwork must have the label fixed to a suitable place. Blank labels are supplied with the exhibition entry form [see page 3] and are also available in the gallery on the day of delivery.

ARTWORK NOT COMPLYING WITH ANY OF THE ABOVE WILL NOT BE ACCEPTED

10. The Black Diamond Gallery reserves the right to refuse to accept or display any exhibit without being required to give a reason. In the event of a dispute arising regarding the interpretation of these conditions, the decision of the Board shall be binding by all parties.
11. Artists grant the right for their works to be reproduced by newspapers or television for the duration of the Exhibition and for photos of their work (and/or the artist) to be uploaded onto the PCAC social media pages and/or included in the PCAC Newsletter.
12. The gallery will deduct 20% commission; the balance will be sent to the artist within 14 days of completion of the exhibition.
13. Exhibiting artists must agree to sit the gallery for one 2.5-hour session during the exhibition or nominate another suitable person, over the age of 18 years, to sit in their place. A roster is available in the gallery on the art hand-in day to choose your day
14. An exhibition entry fee of \$15 for each work, is to be paid on delivery.
15. A receipt will be given, for all art work entered at hand in, this receipt must be produced when art work is collected at the end of the exhibition. **No artwork can be removed before the end of the exhibition.** All artworks must be collected from the gallery between 3.30pm and 5.30 pm on the last day of the exhibition **and not before**, or on Tuesday 19th between 9am and 11am, failure to do this will result in collection at the Board's convenience.
16. The Port Community Arts Centre accepts no responsibility for artworks not collected on the designated collection dates and times. Any **artwork** not collected within **twenty-eight (28)** days of the collection date will be disposed of as PCAC sees fit.
17. All artwork exhibited at the Black Diamond Gallery is at the risk of the artist. The Port Community Arts Centre Inc. accepts no responsibility for work that may be stolen or damaged in any way. It is strongly suggested that members have their own insurance that covers delivery, theft, and damage.

SPECIAL INSTRUCTIONS
for Interstate and Country Artist Entering
Port Community Arts Centre (PCAC) Remember When Exhibition.

Complete the entry form, then submit it or email it to mail@portcommunityartscentre.com.au
 Pay the entry fee plus the \$25 handling fee direct into the Port Community Arts Centre bank account.
 BSB 105001 A/C 001058640 Please include your name with it.

Delivery instructions

All works must have labels filled out and attached to the back of the art and be suitable packaged.
 Address art to: **PCAC, Remember When Exhibition** C/- **Pack & send**
 Shop 1, 146 Richmond Road, West Richmond. SA 5033. Tel. 08 82727222.
 Art must be received at Pack & Send, Adelaide, before the close of business Tuesday 22 March 2022.
 A non-refundable handling fee of \$25 is to be paid to PCAC, this fee covers unpacking and re packing of.
 The art, the delivery from **Pack & Send** to **PCAC** and return of art to **Pack & Send**.
 The handling fee is to be paid with the entry fee before delivery of art to **Pack & Send**, Adelaide.
 If art works have to be returned to the artist **Pack n Send** will contact the artist and arrange dispatch from Adelaide to the artist at the artist's cost.
 PCAC are not responsible for any loss or damage of the artworks. It is strongly recommended that all artist's insure their work.

LABELS

Cut around & complete each label required and securely **affix to the back** of your artwork pieces.

All enquiries to 0400 593 987 or mail@portcommunityartscentre.com.au

BLACK DIAMOND GALLERY
Exhibition:
Artist:
Title:
Medium:
Price: \$
Date:

BLACK DIAMOND GALLERY
Exhibition:
Artist:
Title:
Medium:
Price: \$
Date: