



Guidelines for hand in of 2D, 3D, prints and cards

Hand in – Tuesday 24th November 2026 10am to 2pm

It is essential that all work coming into the exhibition displays **the Unique Reference Numbers sent to you when you completed your Stock lists** (these will be emailed to you once your 'stock list' has been received) and that the work is clearly labelled as per the attached guidelines. See below.

At 'Hand in' there will be separate Check in Desks for 2D, 3D and Prints/Cards

Jubilee Hall and Art in Poundbury cannot accept any responsibility for damage or theft of artwork left on the premises. Artists are encouraged to arrange their own cover.

Due to the scale of this exhibition, we cannot display any artists business cards or other promotional materials (apart from during 'Meet the Artist' sessions)

In the unlikely event that AiP cannot hang, or display, work we will reimburse you within 5 days.

Please read on for details on labelling: -

2D

Prints and Cards

All 2D queries to Judy

contact@artinpoundbury.co.uk

Small 3D (trestle tables, plinths, shelves) Free standing and any other

All 3D queries to Fiona

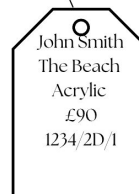
fiona.farrow@yahoo.co.uk

All 2D

All work must come with a copy of your completed stock list emailed to you by Art in Poundbury

The following must be clearly displayed on back of work with a sticky label.

Artist name
Title of work
Medium
Price
Unique Reference Number



Work must also have a piece of string with a luggage type label (with same information as sticky label) attached so that when the exhibition is hung we can see what each piece of work is.

All work must be presented ready-to-hang, **with D rings attached to the frame** between one-third and one-quarter of the way down the sides of the piece

Do not use "snap on" frames, corner-clips with glass or "easel" frames designed for tabletop use.

Please take away any packaging material

Prints and unframed originals for browsers

Prints must come with a copy of your completed stock list emailed to you by Art in Poundbury
Your prints need to be labelled on front, **top right** with sticky label showing:-

Artist name
Title of work
Original or print
Price
Unique Reference Number

Prints – maximum of 4

Mounted only, no frames
No stretched canvases
No prints with more than 3mm depth

Wrapped in cellophane with label **top right** stating title of print, artist name, price and unique reference number

Prints must come with a copy of your completed stock list emailed to you by Art in Poundbury

Cards

All cards to be priced at £2, £3 or £4
No multipacks
No more than 20 in no more than 3 designs
All cards individually labelled on back as follows: -
Artist Name, Unique Reference Number and Price
Bundled into each design with elastic band or string



Small 3D – plinth, shelves and trestle tables

3D must come with a copy of your completed stock list emailed to you by Art in Poundbury

Your name, price and **Unique Reference Number** must be on a label on all work (sticky or string label)

All items for table and spare stock (see below) must have your name and price and reference number on a label underneath the work (or small white tie label) securely attached

There will be different stewards each day and the more information given will avoid any confusion on payment.

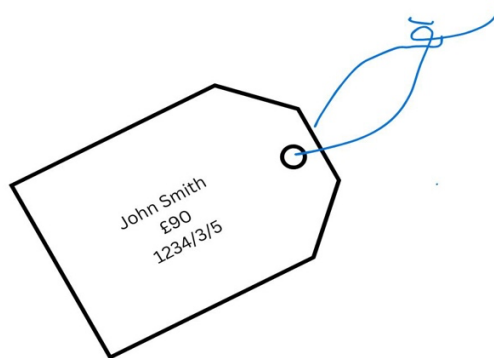
Replacement stock box

Each artist can have a box of spare stock this box **must be** no larger than 60cm wide x 50cm deep x 50cm tall.

If something sells it will be replaced from this box

Label in large letters your name on end of your box
Leave a copy of your stock list in the box of the items you are leaving and make sure ALL your items are individually labelled and priced

Please ensure any fragile items are suitably protected



All other 3D - freestanding, wall and cabinets

If your work is easily portable please hand in on Tuesday 18th November between 9.30am and noon

For sales purposes, please ensure all work has a label (sticky or tied) **with Unique Reference Numbers, your name and price**

If you have arranged to bring your own plinth please ensure it is clearly marked with your initials.

If larger (furniture etc) please discuss specific arrangements with Fiona Farrow (for delivery and placement of your work)

07713 240452

fiona.farrow@yahoo.co.uk

Jubilee Hall and Art in Poundbury cannot accept any responsibility for damage or theft of are strongly encouraged to arrange their own insurance

