

**A Sea of Talent**  
**Guidelines for hand in of 2D, 3D, prints and cards**

**Hand in - Wednesday 29th November 8.30am to 1pm**

It is essential that all work coming into the exhibition displays the **Unique Reference Number** that 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

**Your Unique Reference Numbers have been emailed to you**

**These will comprise 3 or 4 digits**

Please read on for details on labelling:-

**2D**  
**Prints and Cards**  
**Small 3D (trestle tables, plinths, shelves)**  
**Free standing and any other**

## All 2D

Prints 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**

AND

Work must also have a piece of string with a luggage type label attached so that when the exhibition is hung we can see what each piece of work is (for placing labels on wall purposes)



1432 is the Unique Reference Number we will have emailed you

2 indicates 2D

1 indicates it is item number 1 on your 2D stock list

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:-

**Title**  
**Description (eg. original, giclee)**  
**Your Name**  
**Price**  
**Unique Reference Number**

Prints – maximum of 4

Mounted only, no frames  
No stretched canvases  
No prints with more than 5mm depth

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



1432 is the Unique Reference Number we will have emailed you

P indicates Print

1 indicates it is item number 1 on your Print stock list

## Cards

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

All cards to be priced at £2, £3 or £4  
No multipacks

No more than 40 in no more than 4 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



132 indicates your unique reference number

C indicates Print work for browser

1 indicates the item number on your stock list

## 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

Label in large letters your name on a 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

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If something sells it will be replaced from this box

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Please ensure fragile items in box are packed securely



**132** indicates your unique reference number

**3** indicates 3D work

**7** indicates the item number on your stock list

## **All other 3D - freestanding, wall and cabinets**

If your work is easily portable please hand in on Wednesday December 29<sup>th</sup> between 8.30am to 1pm

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

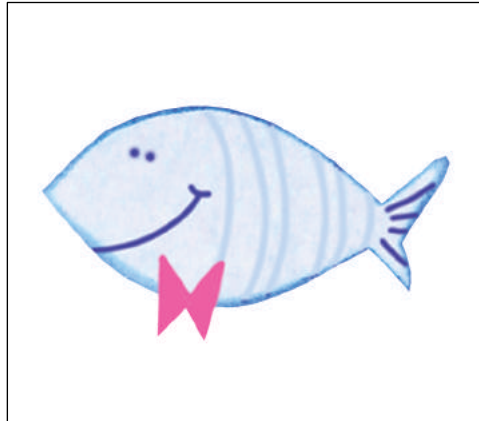
If you are bringing your own plinth please ensure it is clearly marked with your initials.

If larger (furniture, totem poles etc) please discuss specific arrangements with Judy Tate (for delivery and placement of your work)

07899914999

[contact@artinpoundbury.co.uk](mailto:contact@artinpoundbury.co.uk)

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Please email any queries to  
[contact@artinpoundbury.co.uk](mailto:contact@artinpoundbury.co.uk)