

BAFA May Exhibition – Entry Form (Buckingham Community Centre on 16, 17 and 18 May 2025)

Name:

Email:

Tel No.:

To be completed by Artist				BAFA Admin		
Title	Medium	Size cm (w x h)	Price (if for sale)	In	Out	Sold

Three artworks (one Small) for May 2025
Work must not exceed 70cm by 70cm inclusive of frame where applicable.
Small must not exceed 30cm by 30cm inclusive of frame where applicable.
Please hand that in separately when delivering your artwork.

A non-refundable fee of **£4.00 per entry**. Total: £

Pay for your entry via BACS or in cash at a meeting.
 (Depending on the number of entries we may not be able to hang all exhibits;
 fee will be refunded in this instance.)

Sign in _____ **Sign Out** _____

Handing in: Friday 16 May 2025 ---10am – 12pm

Collection: Sunday 18 May 2025 --- 4pm – 5pm

Please check in Cards and Browser work for sale, if entering, at separate table taking note of the requirements as directed in the Conditions of entry. **Please have your 'Uncatalogued Work Form' ready to assist at check in.**

Cards for sale **Yes / Probably / No** Browser work for sale **Yes / Probably / No**

Entry forms must be submitted by Wednesday 1st May 2025.

Please send form to: Emily Pool, 7 Chandos Close, Buckingham, MK18 1AW.

It is a condition of entry that exhibitors cover stewarding duties at the exhibition. Please indicate which slots you can cover. Alternatively agree with another member to cover for you and fill in their name and contact details. We will confirm when you are required and any duties involved when the rota is complete. Please keep a note of this on the reverse of the conditions of entry sheet.

Please indicate on the stewarding and help rota **at least 2 slots or more** that you could do in order that we can confirm at least one as soon as possible. If you are happy to do more than one time slot, please indicate the number you could do in the space provided.

If you are unable to cover any duties please agree with another member to cover for you and complete the appropriate section. We will confirm which slots you are required for and include more detail of the kind of activity involved shortly before the exhibition.

Name.....Email.....

Phone.....Mobile.....

Please indicate at least **2 options** for stewarding.

Friday 16 May 2025 (Signing in, Set up and Hanging)	
9.30am – 12.00pm	
1.00pm – 3.00pm	
3.00pm – 5.00pm	
Preview 7.30pm to 9.30pm Help required with refreshments, Raffle etc.	
7.00pm – 9.30pm	
Saturday 17 May 2025 (Meet and greet, sales, general caretaking)	
9.15am – 11.15pm	
11.10am – 1.15pm	
1.10pm – 3.15pm	
3.10pm – 5.15pm	
Sunday 18 May 2025 (Meet and greet, sales, general caretaking)	
9.45am – 12.15pm	
12.00pm – 2.15pm	
2.00 pm – 4.15pm	
4.00pm – 6.00pm (Collection & take down)	
Number of slots I would be happy to do, if more than one	
I am unable to cover any of the above dates or times and have arranged for the following BAFa member to cover on my behalf: Name: Email: Phone No.: Mobile:	

Please keep a note of your entry and stewarding /help commitments on the form provided at the end of this document and check your confirmed times. If you have any queries please contact:

Emily Pool: feedback@buckinghamartforall.co.uk or Phone – 0843 289 7244

BAFA members only exhibition

Preview: Friday 16 May 2025 --- 7.30pm – 9.30pm

Exhibition: Saturday 17 May 2025 --- 9.30am – 5pm & Sunday 18 May ---10am – 4pm

Deadline for entry forms and payment: Monday 1st May 2025

Handing in: Friday 16 May: 10am – 12pm

Collection: Sunday 18 May: 4pm - 5pm

Commissions - BAFA will collect **15%** commission on artwork and browser work; not cards.

Requirements - Up to 2 entries and 1 miniature (not previously exhibited by BAFA) will be accepted from members.

Entries must be clearly labelled or marked on the back with Title, Artist, Medium, Price (or not for sale).

2D (Flat work) - Work must not exceed 70cm by 70cm inclusive of frame **and small must not exceed 30cm by 30cm where applicable.** All exhibits must be ready to hang fitted with 'D' rings and taut wire or cord, fixed approximately one third from the top of the frame or canvas.

3D (Free standing) - Pottery and sculpture must have special facilities, required to display the work, and provided by the artist. The size of the work including its plinth must be agreed with the organisers. Please contact: Emily Pool to confirm that your arrangements are suitable

<mailto:feedback@buckinghamartforall.co.uk>

Browser Artwork - A maximum of **six** pieces may be submitted to accompany the exhibits, these will not incur any entry charge. Work must be wrapped and clearly labelled as above. Commission will be charged if sold. Please fill in the Browser Work Form, available below and on the website, when handing in your work.

Cards - A maximum of **25** Cards can be entered, individually priced, no multiple pricing allowed. Only 2 different prices may be submitted by each artist and these should be divisible by 50p. Please check these in at the separate table. Card quota can include small items such as magnets which must adhere to the same conditions.

Suitability - This exhibition will be visited by members of the public of all ages so work must be suitable for family viewing.

Copyright Responsibility - for infringing the copyright of any other person lies solely with the artist. Copies of work by other artist must always acknowledge the original work in the title, this includes copies from photographs.

Handing in - Artists are requested to unwrap their exhibits before presenting them at the check in desk. Please retain your packaging as we will be unable to store it.

Insurance - BAFA provides third party liability insurance for risks to the public. Exhibitors are advised to insure their work for all risks. Although all reasonable care is taken, no responsibility can be accepted by BAFA or the venue for loss or damage to exhibits.

Any exhibit not complying with the rules will not be displayed.

No refund will be made and the BAFA committee's decision is final.

PLEASE RETAIN FOR YOUR INFORMATION

Please keep a note of your entry and stewarding/help commitments here and check your confirmed times. If your availability changes after submitting your entry form please advise:

Emily Pool : feedback@buckinghamartforall.co.uk or **Mobile: 07801 273241**

Exhibits submitted Title	Medium	Price
<i>miniature</i>		
Stewarding offered (Day/Date)	Time	
Cards for sale	Qty	Price
Cards at Price 1		
Cards at Price 2		
Browser work For Sale (Please label with the Title, Artist, Medium and Price)	Price	

Artists Name (please print)

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Browser Work

Please complete this for your browser work. Complete all white sections of the table(s). We will use this form to check your work in and out of the show. You (or your representative) will be asked to check its accuracy and sign for your items.

Unframed Work for the Browsers (max. 6 items)

	✓	Title(optional)	Price	Sold/ Ret	£ Comm
1.					
2.					
3.					
4.					
5.					
6.					

Total unframed commission due	
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Signed received in: Artist

Signed received in: Bafa

Signed returned out: Artist

Signed returned out: Bafa

Artists Name (please print)

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Cards (Max 25)

Please complete this for all cards. Complete all white sections of the table(s). We will use this form to check your work in and out of the show. You (or your representative) will be asked to check its accuracy and sign for your items.

In order to minimise confusion for our volunteer sales people, all cards submitted must be marked with the artists name and the price (two prices only please).

Please complete white sections only.

Price per Item	Qty Submit	Qty Check	Qty Ret	Total Sold (Comm n/a)

Total Card Sales Due	£
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Signed received in: Artist

Signed received in: Bafa

Signed returned out: Artist

Signed returned out: Bafa