



Information for **131st** Paisley Art Institute Annual Exhibition

Please read the schedule carefully

Paisley Art Institute is on the road! During the renovation of Paisley Art Gallery and Museum, PAI will be utilising alternative venues for the Annual Exhibition. This year we will be located in Unit 43A & 54, The Piazza, Central Way, Paisley, PA1 1EL (the old CO-OP premises for anyone who knows it). As well as maintaining the high exhibiting standards that the annual exhibition has long been renowned for, this venue also offers artists the opportunity to consider exhibiting site specific works. This is an exciting opportunity for artists to display work in a non-traditional space with wider public access.

PAI is open to all art forms; final decision resides with the selection panel and hanging committee. **We request that work is not sent by post.**

Guidelines for wall based work

Work should be suitably presented for the exhibition, no clip or metal frames and all works framed or unframed should be strong enough to hang. We would ask that you mirror plate your work half way down the frame on the left and right sides (see images), and wrap padding round the mirror plates to protect work during transport and selection.

PAI encourages the submission of unframed works however a suitable hanging method must be supplied (eg. large unframed paper works hung using clips)



Guidelines for floor based work

The venue used to be a supermarket and many of the fixtures & fittings will still be in place including a cement floor which could be utilised when considering the placement of floor based work. If sculptors wish their work to be displayed on a plinth then they must supply one with their work. Plinths supplied by entrants will not be used with other work without the permission of the entrant.

ARTISTS SUBMITTING HEAVY OR LARGE ARTWORKS SHOULD ENSURE THAT THEY BRING APPROPRIATE HELP WITH THEM.

Labels & data protection forms

All 3 sections of the labels should be completed and attached securely using string to the back of the work so that the label can hang down in front. This should be repeated for each art work. **For additional security and identification, please ensure that the title, plus your name and contact details are written on the back of the work.** Data protection forms must be completed and delivered with your work. Please make sure that handwriting is clear and legible.

Courier Delivery

As above but include a stamped addressed envelope for the return of slips.

Carriers

Vangogo2: Stuart Horsburgh, 07867501778, vangogo2@gmail.com

Ali McAuley: 07740 941715, mcauley67@btopenworld.com

Artists should contact the carriers directly.

Loss or Damage

While the Institute makes every effort to provide the greatest possible care of all works, it will not be responsible for any loss or damage, or any injury arising from any cause whatsoever.

Artists are advised to arrange their own insurance.

Submission & payment

Artist Members: membership payments must be up to date prior to submitting work. Please contact the membership secretary; membership@paisleyartinstitute.com

Artist Members	£20 to submit a maximum of 3 artworks plus an additional 2 small paintings at £2 per painting (£24 max). (a small painting is 16" x 16" or smaller)
Open Entrants	£20 to submit a maximum of 2 art works.
Cash or cheque, made payable to Paisley Art institute (not PAI), must be brought with you at time of submission. Please note that submission fees are non refundable. Paisley Art Institute does not charge a hanging fee.	

Size restriction

The flats (temporary walls) are a maximum height of 8' therefore work should be no taller than 7'. There is no size restriction for sculptural works as long as they can be delivered and accommodated within the exhibition space.

Hand in

Work can only be handed in on the following days and times:

Hand-in Dates 2019	Courier Delivery Time	Artist Delivery Time
Thurs 1 st August	11:00 - 15.30	18:00 - 20.30
Fri 2 nd August		11.00 - 15.30
Sat 3 rd August		11.00 - 15.30
Sun 4 th August		11.00 - 15.30

Delivery

Delivery of work will be via the main doors to The Piazza shopping centre, the closest entry point is across the square from Paisley Gilmore St Train Station. Parking information can be found at www.piazzapaisley.co.uk and via the Sat Nav Postcode: PA1 1DY.

Notification - selected/unselected work

Artists will be notified of selected works from Monday 12th August via the PAI website.

Collection - unselected work

Unselected must be collected Fri 16th & Sat 17th August, 10-15.30 and Sun 18th August, 14.00-16.30.

Sales & commission

Artists will be notified of work sold and a commission of 35% will be charged on their work.

Hand Back

Work can only be uplifted on the following days and times.

Artist Hand Back Dates	Courier Uplift Time	Artist Uplift Time
Thurs 24 th October	11:00 - 15.30	18:00 - 20.30
Fri 25 th October		11.00 - 15.30
Sat 26 th October		11.00 - 15.30
Sun 27 th October		11.00 - 15.30

Paisley Art Institute - PAI Artist Member Entrant		Part A stays with art work
Name : (block letters)		Medium :
Address : (block letters)		Gross Price : Inc. VAT
		Carrier :
Tel No :	e-mail :	Catalogue Number :
Title of Work : (please print clearly)		

Paisley Art Institute - PAI Artist Member Entrant		Part B for Cataloguing
Name : (block letters)		Medium :
Address : (block letters)		Gross Price : Inc. VAT
		Carrier :
Tel No :	e-mail :	Catalogue Number :
Title of Work : (please print clearly)		

Please tick if photography is Permitted? <input type="checkbox"/>	Data Act Permission :	Total number of works submitted :
Please tick if VAT registered VAT REG No: <input type="checkbox"/>	Yes / No	
Artist's Signature accepting Conditions of Exhibition:		for cataloguing purposes please enter amount

Paisley Art Institute - PAI Artist Member Entrant		Part C Artist's receipt
Name : (block letters)		Medium :
Address : (block letters)		Gross Price : Inc. VAT
		Carrier :
Tel No :	e-mail :	Responsibility: Please note that all exhibits are submitted on the terms set out in the schedule
Title of Work : (please print clearly)		



PAISLEY ART INSTITUTE

Consent Form to Collect & Use your Personal Information

Under the [General Data Protection Regulation \('GDPR'\)](#) there are occasions when **Paisley Art Institute** must obtain your explicit consent to use your information, known as '**Personal Data**'.

Personal Data includes, but is not limited to your name, address, telephone number and email address. **Paisley Art Institute** would like to hold and use your information for the purposes set out below:

Please tick all relevant boxes to indicate your consent. You may consent to any number of the purposes or none of the purposes. If you do not consent to using your information for the purposes below we will not contact you.

- To include my contact details in the **Paisley Art Institute Exhibition Catalogue**. The Catalogue is circulated to potential purchasers and exhibition attenders and may also be made available to the public as well as by publication on **Paisley Art Institute's** website.

Please tick the contact details that may be published

- Name Address Email Phone/Mobile Number Social media name
- To keep me informed of news, services, activities and events at **Paisley Art Institute**
- To contact me with regards to specific fund raising events by **Paisley Art Institute**

I consent to Paisley Art Institute contacting me for the above purposes by:

- Post Email Phone SMS Social media (Facebook/Twitter)

Please complete your details below:

Name: _____

Address: _____
_____ Postcode _____

Email Address: _____

Phone/Mobile Number: _____

Facebook and/or Twitter name: _____

Signature: _____

Date: _____

You can change your consent preferences or withdraw your consent completely by contacting the secretary@paisleyartinstitute.com. The use of your information will cease immediately except where we are required by law or under the terms of a contract to use your information e.g for the payment of any fees or expenses in relation to any service provided to **Paisley Art Institute**.

For full details of how **Paisley Art Institute** uses your information, please refer to our [Privacy Notice](#) which is also available from secretary@paisleyartinstitute.com, or write to:

PAISLEY ART INSTITUTE
A Registered Scottish Charity SC000840
Unit 33, Sir James Clark Building, Abbeymill Business Centre, Paisley, PA1 1TJ
www.paisleyartinstitute.com Find us on Facebook & Twitter @ArtPaisley