



# Annual Exhibition

Friday 29 May – Sunday 31 May 2026

Private View: Friday 29 May 7:00 – 9:00pm

## Information Sheet for Members

This sheet sets out all the practical information you need to know ahead of our exhibition  
 – **keep it in a safe place.**

Location?	Liston Hall, Chapel Street, Marlow, SL7 1DD
When do I need to return my entry form?	<p><b>Please complete and return your entry form by email to Chris Eldred by <u>Tuesday 5 May</u></b> (if this date is a problem let Chris know)</p> <p>Email (preferred): <a href="mailto:reecse4042@gmail.com">reecse4042@gmail.com</a></p> <p>Hard copy: <b>15 Little Marlow Road, SL7 1HA</b> (Jacqueline)</p>
Need help completing this form?	Get your info together and contact Chris directly. She will complete this over the phone with you: <b>M: 07716 117 614</b>
Handing in date and time?	<p><b>Thursday 28 May</b></p> <p><b>SLOT 1: 2:30 – 6:00pm = paintings / cards / small craft items <sup>1</sup></b></p> <p><b>SLOT 2: 4:30 – 6:00pm = large ceramics / craft items <sup>1</sup></b></p> <p>This year we are accepting work in The Garden Room. This will be curated and transferred to the Main Room and hung from 6pm. Craft items and large ceramic items will be displayed at the end of hanging.</p> <p>On arrival, your work will be check against the entry form. The frames will be checked so please ensure that you have read the guidelines below.</p> <p>Craft items: Please ensure each is clearly coded so that we can match the prepared labels to the correct work when we display them.</p> <p><sup>1</sup> If you are unable to flex your day to drop your work by 6pm please let us know and we will try and accommodate an alternative slot with you.</p>
Where can I park?	There is parking in Liston Road Car Park adjacent to the hall. The ticket machines do not take cash so bring a card or download the RingGo app on your phone in advance. The charge to park up to an hour is £1.00 (plus a small fee if you use the app).
Framing and labelling of work	<ul style="list-style-type: none"> <li>• <b>Work in clip frames will not be accepted</b></li> <li>• <b><u>D rings/eyelets and cord are required fixtures for frames</u></b></li> <li>• <b>For safety reasons, the Committee reserve the right to refuse to hang works in unsuitable frames or with inadequate fixtures for the hooks that we use</b></li> <li>• <b>All items must be clearly labelled on the back: <u>artist name, media, title and price</u></b></li> </ul> <p>If you are unsure about your frame / fixtures send a photo(s) and your name by WhatsApp to Jacqueline who will advise: 07985 592025. Please do not leave this until the day before!</p>

Entry Details	Items ( <u>maximum number</u> )		Commission
	Up to 5 Framed works		20% on all sales
	1 Ted Try entry		
	1 painting to be held as a reserve		
	Up to 8 ceramic / craft items (costing £20 or more)		
	25 ceramic / craft items (costing £20 or less) <sup>1</sup>		
	Cards (individual and/or packs) <sup>2</sup>		
	<sup>1</sup> More than 25 small items can be brought but we cannot guarantee to display them all at the start (will top up through the event). <sup>2</sup> We ask for <u>no more than 50</u> individual cards. We cannot guarantee to display them all at the start but will top up through the exhibition.		
<b>Entry Fee</b>	Works £51 and over	£3.00	
	Works £50 or under to value below	£2.00	
	Works £20 or under to value below	£1.00	
	Works £10 or less	£0.50	
	Cards (individual and / or packs)	£1.00 (total)	
	Reserve painting	Will be charged if hung	
	Bank Transfer required in advance to: <b>Marlow Art &amp; Crafts Society: Account: 01577717 Sort Code: 30-95-36</b> <b>Reference: E26 YOUR SURNAME</b> If you are unable to make a direct payment from your account, we can accept the correct cash or a card payment on the day.		
<b>Stewarding</b>	There are two stewarding slots on each day (10am-1pm and 1pm – 4pm). Many of the slots have been pre-filled by way of our exhibition planning survey. Please ring Chris Eldred to find out if any gaps/add yourself as a reserve: 07716 117 614		
<b>Publicity</b>	All Members ( <u>whether they exhibit or not</u> ) will be provided with promotional graphics for the exhibition for use on social media / WhatsApp / email etc. We also encourage Members to follow MACS on Facebook and Instagram and help amplify our posts about the event. We all have a part to play in helping generate footfall.		
<b>When can I collect my work?</b>	Exhibition closes at 4:00pm on Sunday 31 May. <b>Collection of work will take place from 4:15 – 6:00pm. If you cannot collect your work at this time, please let Chris know in advance: 07716 117 614</b> If you have submitted cards (individual or packs) we will ask you to count what is left on display and to record this as ‘unsold’ on the card sales sheet.		
<b>CONDITIONS OF ENTRY (the small print)</b>	<ul style="list-style-type: none"> <li>• All items must be originals that have not been displayed at our exhibition previously</li> <li>• Only one item can be ‘Not for Sale’</li> <li>• Photographic items will not be accepted</li> <li>• <b>The Committee reserve the right to exclude any item considered unsuitable for any reason (including frame quality) and cannot guarantee to exhibit all items offered</b></li> <li>• The Society cannot accept responsibility for loss or damage to works</li> <li>• Exhibitors may not remove their work before the close of the exhibition</li> </ul>		