

# IMPORTANT NOTICE

Hanging Instructions for the Swan Theatre Bi-Monthly Exhibition.

- 1) All pictures must have 1/4 " brass eyes and cords attached and be in good condition.
- 2) All pictures must have the Artists Name and Contact details on the back.
- 3) Pictures must be handed in or collected between 9-30 and 10-30 . There are **NO** exceptions.

If you wish to exhibit a picture but cannot make it on time , it may be possible to ask another member to take it along for you or contact Michael Howe directly.

The reasons why we must adhere strictly to the above times are :-

- a) The Swan provides the space free as long as we do not interfere with the routines of the theatre.
  - b) The work required to reset the layout can take a lot of time and can cause problems for the changeover personnel. ie the members helping out do so as volunteers, and keeping track of parking times by them can be a serious problem financially ( fines) with traffic wardens monitoring the car park constantly. So we do not have much flexibility with our time.
- 4) Pictures can only be accepted for hanging from **fully paid up members** of the Worcester Society of Artists. ( **no exceptions**) .
  - 5) Pictures are hung for approximately 2 months ,maximum 4 months. and should be replaced by new ones. We do not have any facilities' for storing uncollected paintings.
  - 6) **IMPORTANT NOTE.** ALL paintings must be " **FOR SALE** "

Thank you all for your cooperation as the Swan is our main selling opportunity and has been for many years. Please keep bringing work along, if we don't use it we will lose it.