

ANNUAL CONGRESS DUBLIN

THE CONVENTION
CENTRE DUBLIN



Annual Congress Art Exhibition – Guidelines

1. Please complete a registration form as this will enable us to catalogue exhibits in good time for the exhibition and display your work to the best advantage. Only one registration form is required per artist and *not* per artwork submitted.
2. Please note that the AAGBI cannot store or transport artworks on behalf of artists and is unable to cover any costs associated with the transport of works, including the cost of shipping, import or postage.
3. Artworks can be delivered to the venue in person or by postal delivery.
4. All work should be securely packaged and labelled as follows:

FAO: Rebecca Walsh
The Convention Centre Dublin
Spencer Dock
North Wall Quay
Dublin 1
Ireland

- Name of event: **Annual Congress 2013**
- Event date: **18-20 September 2013**
- Exhibition area: **Level 2 Foyer**

5. Please clearly label your work on the reverse or base (or with a tie-on label) with the artist's name and the title of the work (if applicable).
6. If not immediately obvious, it would be helpful if the submitted artwork is marked 'Top' on the back of the work, to indicate which way up it should be displayed.
7. In order to hang your pictures and photographs attractively, it would be helpful although not essential to provide them mounted but not framed. A heavy frame is difficult to hang safely. If you wish us to display solid material such as jewellery or sculpture there will be limited availability of suitable surfaces to do so but we must know in advance so we can arrange it. If you are bringing unframed textiles such as embroidery or quilts than please consider how they might be displayed and let us know.
8. Work included in the exhibition will be available for collection from 14:30 on Friday 20 September 2013 or earlier if you have to leave.
9. If you wish us to retain the packaging during the exhibition, please make that clear and collect your work in good time.
10. Artworks cannot be stored at the Convention Centre outside of the stipulated dates and the AAGBI cannot be held responsible for work not delivered or collected at the correct time.
11. The exhibition stand is manned during the day throughout the conference but if you are displaying anything particularly valuable it would be advisable not to leave it overnight.

Important Dates

Open Submissions:	We will accept registration forms at any time
Close Submissions:	We will accept work throughout the exhibition
Delivery dates (post or in person):	To arrive if possible by the 17th September
Exhibition dates	18-20 September 2013
Collection of artworks:	by 16:00 on Friday 20 September 2013