

Colchester Art Society

President: Simon Carter

Chairman: Bryan Whiteley

Ipswich Art Society

President: Jude Lockie

Chairman: Stephen Cassidy

A message for all those that have submitted their “Borders” image and submission form for the joint project between Colchester & Ipswich Art Society

Dear Art Society Member,

Following the new guidelines announced by the Government this week, Firstsite is preparing to reopen to the public during the summer. While the exact opening date is yet to be confirmed, the gallery has decided to install the joint Colchester and Ipswich Art Society ‘Borders’ exhibition in the coming weeks. Firstsite will confirm at the beginning of July, its reopening date along with the launch of ‘Borders’.

In the present circumstances this is an exciting development and we hope that you have all been able to put the finishing touches to your work, to get your prints ready and to have any works on paper framed.

In order to have the exhibition ready in time for the Gallery’s reopening, we need you to do the following things:

1. All artworks will need to be delivered to Firstsite on Friday 3 or Sunday 5 July

2. Please contact Bryan Whiteley (bryanwhiteley@hotmail.co.uk or by telephone 01394 548905) to organise a time to deliver your work. To avoid having a large number of people arrive at the gallery at any one time, for safety and your convenience, you must book a time slot to deliver your work.

Delivery days and times will be Friday 3 July between 9am and 5pm and Sunday 5 July between 10am and 4pm. Bryan will confirm your allotted delivery time. Please do not attempt to deliver your work without first making an appointment. It is essential that Firstsite limits numbers to protect the safety of everyone.

3. Please help! Can you collect and take along the work of other members? To reduce numbers dropping off at the gallery, it would be a great help if those that have the means could deliver the work of others. When getting in touch to arrange a drop-off time, please let us know if you can help, or have already arranged to bring the work of friends.

4. Install mirror plates on works that are to be hung on the wall: Please attach mirror plates to the centre of the frame on the back of your work. They should be on the left and right of the frame, not top and bottom. Please avoid very small mirror plates as it is easy to damage the frame when securing the work to the wall.

5. Label your artwork: Please place a label on the back of your work, or underneath if sculpture. This label should include: **your name, title, medium, price of the work, as well as location depicted.** The same information should be written on a label attached to the artwork via string that hangs below the picture which can be easily removed once the work has been fixed to the wall.

6. Which way around? If there could be any doubt, please indicate with an arrow the right way for the picture to be hung, or your sculpture to be stood.

7. Wrap your artwork: Please wrap your artwork to keep it safe and secure during transportation.

8. Delivery of artworks: Artworks should be delivered to the Firstsite main entrance from Lewis Gardens at your allotted time and date. The gallery address is: Firstsite, Lewis Gardens, High Street, Colchester CO1 1JH.

9. Getting to Firstsite: The High Street in Colchester is closed so please approach the Gallery up East Hill from the direction of the Hythe. At the top of the hill, as you approach The Minorities Galleries, there is a turning on the left which will give you access to the main entrance of Firstsite.

10. At Firstsite: The barriers approaching Firstsite will be lowered so that you can drive up to the entrance of the Gallery. Once inside, you will be met in reception by a member of the Gallery team, who will place your artwork in the gallery and give you a receipt for each artwork you are dropping off. Please keep this receipt safe as it will be required to collect the artwork at the end of the exhibition if unsold.

If you are running late for delivery slot, please contact the gallery on telephone: 01206 713700

Best wishes,

Simon, Jude, Bryan & Stephen

June 2020