

BK23 Initial guidance: Printable copy of the email from 17th April 2023.

Stage 1 – Making, Organisation and Administrative: For you to attend to

You are invited to make up to 15 items to submit. Gentle reminder - if your work is very large (more than 50cms at its largest girth/height) there will need to be some adaption of this to ensure equity between exhibitors as there is a limitation on exhibition space as a whole. A electronic submission form will be used by you to register your work that you intend to submit. All items that you intend to submit will need to be registered on this form please. We are using an updated electronic form for you to list your work that you wish to submit. Many thanks to Nick Taylor for developing this.

- This is the [link to the electronic form](#) for submitting your list of work you intend to exhibit: [BK2023 Exhibition Item Registration Form | Southern Ceramic Group](#)
- You will be asked for a password when you click on the link. The [password is BK2023_1963](#)
- Key [deadline date](#) for registering of your submissions (what you intend exhibit) on this electronic form is Sunday [9th July 2023](#).
- Please ensure that you have [paid your entry](#) payment by Sunday [4th June 2023](#). Please [pay your entry](#) fee of [£25](#) to the following [BK 23 Exhibition account](#).

Bank: [Lloyds Bank](#)

Payee: [SCG exhibitions](#)

Sort Code: [30 – 99 – 93](#).

A/c No: [49077068](#).

Ref: [BK2023](#).

Top tips/notes for completing the electronic list of your work for submission;

List your top 5 priority items to exhibit as the first 5 entries on the electronic form. Ensure that each number on your pot label matches your electronic list number. We will endeavour to ensure (space permitting) that you top 5 items are exhibited.

Please make use of the “save and resume” feature at the bottom of the electronic form:

Rationale: We realise that filling in the form and checking it takes time and you might not want to do it all in one go, so the save and resume feature will allow you to save your entries as you add these without having to submit until you are ready to do so.

Allow plenty of time to sort your list of work for submission. Your work will have taken much time and care by you to make and hence I invite you to offer yourself the same time and care to labelling, administering and packaging. Once you press submit on the electronic form you cannot edit the form any further. If you need to change your submissions (before the deadline) you will need to complete a new form for your entire BK2023 submission. Take your time to check thoroughly before submitting.

What you have listed from your submission after the closing deadline of Sunday 9th July, will be what we will take as your submission list of work to check in against when you bring your work to the exhibition site.

Stage 2 – Submitting your work on site for exhibiting: For you to attend to.

Please take care to wrap and protect your work for its journey and to BK23 and storage if not one of your top 5 to be exhibited as a priority.

- Each item you submit will need to be labelled and we will in due course share a short briefing document entitled Instructions to Exhibitors, to assist you with what and how, which will also be made available on the SCG web site. I will email you near the time of the on- site submission with these details.
- No work will be accepted at the on-site check in if it is not on your electronic listing, so please do invest in allocating time for yourself to your electronic submission form.

Top tips/notes for submitting work to exhibit.

This year we will not be asking you to bring additional work during the exhibition, so whatever you deliver will be what is included for actual or potential exhibition.

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Stage 3 – Exhibiting and selling work: For SCG to attend to.

- We will initially aim to display 5 of your 15 items submitted at the start of the exhibition: If you have very large items this may be less to ensure fairness of space allocation. I will email those with large limits separately.
- We will keep items 6 – 15 of each person on site – safely stored in the manner that you submitted: Wrapping your work safely for submission is

therefore important and your responsibility. Please take a look at the guidance information on the SGC website when we send this out in due course – it will be entitled Instructions for Exhibitors.

- We will replace any work sold from these this initial 5 items exhibited, from the remaining 15 items submitted to us. Changing space shapes for display as items are sold may require an adaption by the curating staff of which follow on items are displayed during the exhibition. However, the aim is always to give each person's work equity of display and opportunity to be seen.
- As each item is sold you will receive an automatic email notification to help you stay up with your selling progress. This is linked to the accuracy of your electronic form submission, as each item is sold, we will mark this offer electronically and an email notification will be generated.

Top tips/notes for labelling your work to be exhibited.

This year we will not be asking you to bring additional work during the exhibition.

If you have any concerns about the [electronic form](#) before the [deadline of Sunday 9th July](#), please do [contact Nick](#) on his email below:

scg_webmaster@southernceramicgroup.org.uk

If you have any concerns about the [electronic form](#) after the [deadline of Sunday 9th July](#) or anything related to your submission or BK23 please [contact Suzanne](#) on her email below:

scg_summer_exhibition_coordinator@southernceramicgroup.org.uk

I hope the above provides the clarity that support this BK23 processing for those that are new to the group and equally our existing members. As always I welcome comments and feedback or contact if you have any concerns or queries. All emails from me as the co-ordinator relating to BK23 will have SCG - BK23 in the subject line, so hopefully you can always find these easily in your email list.

Happy making!!