 **CEAD EXHIBITION 2018**

**Important Dates:**

7th of June Exhibition Entry Form must be submitted digitally via email on or before this date

Monday 25th to Wednesday 27th June from 10.00am -4.30pm\*

Set-up of CEAD Exhibition

 \*All DVI/PDI & Diploma students must set up their work only during these times.

**Thurs 28th June CEAD Exhibition Opens – 6:30pm – 8.30pm**

Exhibition runs Friday 29th June - 10am to 5pm.

Sat 30th June/Sun1st July - 11am to 4.30pm

 Monday 2nd to Wed 4th July – 10am to 5pm

Thursday 5th July - 10am to 2pm

5th July CEAD Exhibition Closes – 2pm

5th July Handback Work – from 2.30pm to 4:30pm

6th July Hand back Work – from 10am to 4:30pm

**Please Note that Diploma, DVI and PDI students submit their work directly to the exhibition.**

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| **6 reasons to submit your work*** You will feel proud to see your work in the exhibition
* It’s fun to take part – especially opening night
* You may sell your work
* You may win one of the many prizes
* Please include your notebooks as they are always popular!
 | **Please volunteer!** The running of the CEAD exhibition by the ESU is on an entirely voluntary basis so we would hugely appreciate your support in the day to day running of the exhibition. We also require assistance on the opening night. Please contact us with your availability.  |

**Keep in Touch**

**ESU:** For information on the exhibition you can contact the ESU by emailing us or check Facebook for the latest news.

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|  | **ncadesu@gmail.com** |  | [**www.facebook.com/ncadesu**](http://www.facebook.com/ncadesu) |

**CEAD:** For all other information on CEAD please contact the CEAD office at cead@ncad.ie or look up [**http://www.ncad.ie/continuing-education**](http://www.ncad.ie/continuing-education)

**CEAD Student Exhibition: 29th June – 5th July 2018 (Opening 6:30pm on 28th June)**

**APPLICATION FORM & CONDITIONS OF ENTRY - PLEASE READ CAREFULLY**

1. **Entry requirements**

Please fill out the direct application form digitally with as much detail as possible and return it by email to **ncadesu@gmail.com**. The following details are a requirement;

* The title of the work (all work must have a title even if it is just numerical) this makes cataloguing your entry in the exhibition catalogue much clearer especially for sales.
* Display requirements - this greatly assists us in designing a suitable space and obtaining the correct methods of display for your work.
* The price for your work or if you would rather not sell the work please indicate by writing NFS in the price column.
1. **Dates for hanging of work**

**25th – 27th of June in the Design Building from 10.00am-4.30 pm . Work must be ready by 1pm on 28th June**

Audio and Video work should be submitted on USB, CD or on an appropriate playing device and will require your assistance to set up.

1. **Labelling**

All work must be clearly labelled to show:

* 1. Number (as shown on List of Works on Pages 5 and 6 of this form)
	2. Student’s Name
	3. **Title of Work – no untitled work please.**
	4. Medium
	5. Course
	6. Price per piece (use NFS if not for sale)

2D work: A label should be stuck securely to the back of the work. If submitting work in a portfolio, the portfolio should also be labelled with the student’s name and the number of works submitted. Ensure that all works submitted in portfolios are individually labelled on the work.

For framed work, attach an additional label by string with the same details to the back of the frame; the string should be long enough to allow the label to hang over the front of the frame.

3D work: Two labels with the above details (a) to (f) are required. One should be stuck to the underside of the 3D work and a second label which can be read without lifting the work itself.

1. **Commission**

A commission of 20% will be charged on all work sold from the Exhibition.

1. **Prizes**

All exhibiting students are eligible to win a prize including the main ESU Prize of €500.

1. **Collection of unsold and unselected work**

The exhibition will open at 6:30pm on Thursday 28th June and close on Thursday 5th July at 2 pm. Please collect your work, or ask somebody else to, between 2.00pm and 4:30 pm on Thursday 5th July or from 10am to 4:30pm on Friday 6th July. All unsold and unselected works must be removed from the Design Building by 4:30 pm on Friday 6th July 2018. **Uncollected works cannot be stored in the college or elsewhere.**

1. **Responsibility**

NCAD, CEAD, the Evening Students Union will not be responsible for any damage to or loss of work. Students should ensure that they have appropriate insurance.

1. **Further information** Please contact the ESU Committee at **ncadesu@gmail.com** if you have any queries. Check [**www.facebook.com/ncadesu**](http://www.facebook.com/ncadesu) for updates.