



2018 21ST ANNUAL SMALL FORMAT EXHIBIT THE BUTLER INSTITUTE OF AMERICAN ART

MAY 27, 2018 — JULY 29, 2018

The Annual Small Format Exhibit is an exhibit featuring postcard sized collages (all 4" x 6"). This exhibit gives each participating member a guaranteed opportunity to display the one collage that they select for entry. There is **NO JURY** and one Awards Judge. The main annual national exhibit in the Fall has become so large in scope that many artists cannot be accepted. The jury selects only an average of 30% from the total entries. For this NCS members small format exhibit, 100% are accepted. This is a member exhibit, anyone who is a member and enters will be in the exhibit. This exhibition does NOT count toward your Signature Member status. **CASH AWARDS** and merit certificates will be selected by the awards judge.

LOCATION

The Butler Institute of American Art, Youngstown, OH www.butlerart.com

ELIGIBILITY

- The Small Format Exhibit is an invitational exhibition only open to 2018 members of NCS
- All international collage artists are welcome to enter this exhibit.
- All entries must be original and not previously shown in any NCS exhibition.
- Entry must be a collage: any artwork created with another layer glued onto the surface.
- The Butler Institute of American Art has a 30% sales commission.

SIZE LIMITATIONS

- Limited to NO LARGER OR SMALLER THAN 4" x 6" and NO MORE THAN ½" IN DEPTH. NO EXCEPTIONS!

ENTRY PREPARATION

All submissions of Collage Postcards are to be mounted, NOT MATTED, and centered on an 8" x 10" white mat board horizontal or vertical. Attach the completed entry form "A" on the back of your collage and send to The Butler Institute of American Art. Include a self addressed stamp envelope for returning your collage. **Entries must be delivered by May 11th.** Please fill out form "B" and include with your payment to the NCS, Inc. form "B" and include with your payment to the NCS, Inc.

HANDLING AND FEES

Please type or print clearly all information on the entry form, especially your e-mail address! If you have not already done so, enclose your check for your annual dues (\$35) **PLUS** the \$15 entry fee for a total of **\$50**. Checks should be made payable to NCS, Inc. or National Collage Society, Inc. Payment can also be completed through the website (www.nationalcollage.com) via PayPal.

Mail **PAYMENT** to: Danielle Capotosto
Vice President, National Collage Society, Inc.
2440 Wendling Drive, Akron, OH 44333

Mail the **ENTRIES** to: The Butler Institute of American Art
524 Wick Avenue
Youngstown, OH 44502
(330) 743-1107 Ext. 1108

Entries must be delivered by **MAY 11th**.

LIABILITY

The Butler Institute of American Art and NCS, Inc. accept no liability for damage or loss of collages during shipping. Insurance is provided by The Butler Institute of American Art during the exhibit.

- * The Butler Institute of American Art has a 30% sales commission.
- * Obtain two cardboard mailing envelopes. Use one to ship your collage. Enclose the second one (folded) SELF-ADDRESSED with FULL POSTAGE for return shipment of your collage. Soft bubble-wrap lined envelopes do not protect your collage, please DO NOT USE.
- * **The self-addressed return envelope must have postage attached.**
- * You need an insured mail receipt form available at your post office. Fill out the label with your name and address. Add the amount of insurance you are buying and then attach the form to your return mailer.
- * DO NOT TEAR OFF the bottom portion of the insurance form because it must be stamped with the date of the final mailing.
- * If you pay for extra postage for insurance, please pencil in the amount of insurance near the return stamps.
- * NCS, Inc. and The Butler Institute of American Art reserve the right to photograph any entry submitted for the exhibition. NCS, Inc. The Butler Institute of American Art can refuse to hang any submitted work misrepresented or unsuitably presented. The entries may not be removed before the close of the exhibition.
- * Any entry without a return envelope WITH postage will NOT be returned to the artist and will become property of The Butler Institute of American Art.

CHECK LIST

- Forms A & B signed, attached and/or mailed appropriately
- Signed \$15.00 check for entry fee payable and mailed to NCS, Inc. Payment can also be made online through our website.
- Signed \$35.00 check for this years membership dues. Please include a membership application if you are a new member. Payment can also be made online through our website.
- Entry has form A attached to back of collage.
- Include a self addressed stamped envelope for returning artwork.**

ENTRY FORMS AND MAILING LABELS:
SMALL FORMAT EXHIBIT

A Form to be attached to the back of the entry

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Title of Collage: _____

Price: _____ (30% Sales Commission)

Not for Sale: Insurance Value: _____

B Form to be mailed with payment to NCS, Inc.

Name: _____

Phone Number: _____

Address: _____

City: _____

State: _____ Zip: _____

E-mail: _____

Title of Collage: _____

Price: _____ (30% Sales Commission)

Not for Sale: Insurance Value: _____

Signed: _____ Date: _____

I grant permission for the reproduction of my collage.



Danielle Capotosto
VP, NCS, Inc.
2440 Wendling Dr.
Akron, OH 44333

The Butler Institute

OF AMERICAN ART

524 Wick Avenue
Youngstown, OH 44502

Mailing label for dues & form B
\$50 payable to NCS, Inc.
NO COLLAGE SHIPMENT
TO THIS ADDRESS!

Mailing label for collage shipment
ONLY ART TO THIS ADDRESS
NO CHECKS!