



## 2020 23RD ANNUAL SMALL FORMAT EXHIBIT THE HILL SCHOOL BOYER GALLERY, POTTSTOWN, PA

MARCH 27, 2020 — MAY 8, 2020

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 Hill School Boyer Gallery in Pottstown, PA      [www.thehill.org/arts/facilities/the-boyer-gallery](http://www.thehill.org/arts/facilities/the-boyer-gallery)

### ELIGIBILITY

- The Small Format Exhibit is an invitational exhibition only open to 2020 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 Hill School has a 30% sales commission. A 6% sales tax added to the cost of each collage.

### 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 Hill School. Include a self addressed stamp envelope for returning your collage. **Entries must be postmarked by Friday, March 13, 2020.** 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](http://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 Hill School Boyer Gallery  
Attn: Ellen O. Nelson  
860 Beech St.  
Pottstown, PA 19464  
(610) 705-1040

## Entries must be postmarked by March 13th.

## LIABILITY

The Hill School and NCS, Inc. accept no liability for damage or loss of collages during shipping. Insurance is provided by The Hill School during the exhibit.

All reasonable care is exercised in protecting artwork displayed in the Boyer Gallery. The Hill School assumes responsibility for insuring artwork against theft or damage only for the cost of materials used in its construction unless a written independent appraisal conducted by reputable appraiser has been filed with the School's Business Office. In this instance, the School will assume responsibility for the appraised value of the artwork. Please forward written appraisals at your earliest convenience to insure that they are processed prior to the opening of your exhibit.

- \* The Hill School has a 30% sales commission. A 6% sales tax added to the cost of each collage.
- \* 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 Hill School reserve the right to photograph any entry submitted for the exhibition. NCS, Inc. The Hill School 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 Hill School.

## 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



**Hill**

The Hill School Boyer Gallery  
Attn: Ellen O. Nelson  
860 Beech St.  
Pottstown, PA 19464

**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!**