

Terms & Conditions

Leicester Society of Artists

Beyond Words:

An exploration of art and the written word

Friday 13 April – Friday 18 May 2018

The Old Library Galleries, 54 Belvoir Street, Leicester LE1 6QL



Media accepted

- Maximum TWO entries
- Only 2D media are accepted - paintings, drawings, mixed media, and original prints and photography
- 3D media are not accepted as The Old Library Galleries cannot display them due to the layout and safety of the exhibits
- All work must be original
- Reproductions of original works (such as giclée prints) are not accepted
- Only work not previously exhibited in Leicester may be submitted, except work which has been shown in a solo exhibition
- Work should be representative of your current artistic practice
- All works must be bona fide the productions and property of the exhibitor
- The hanging committee will endeavour to hang all works submitted subject to space and the guidelines stated. The decision to include works, by the hanging committee, is final

Size allowance – 2D works

- Maximum total width allowed per work (including frame): 50cm (19.75in)
- Maximum total depth allowed per work (including frame): 50cm (19.75in)

Presentation and framing

- **All works must be fitted with mirror plates at a point one third of the way down each side of the frame.**
- Please use larger plates and fix as far out as possible to avoid damage to frames when hanging.
- Clip frames cannot be entered.
- Frames must have no projections at the back (such as rings)
- The top of abstract work must be clearly marked on the back of the work

To ensure that all works meet a high standard of presentation the following will be inspected on submission:

- Frames must be neatly finished and of a professional quality and must be stable to prevent flexing and loss of stability
- Glazed works must be firmly and neatly secured and finished with framers tape at the back, where the frame allows.
- Mounts must be cleanly and professionally cut.
- Box canvases and panels must be of reasonable standard, not bowed or out of square. They may be framed or unframed. If unframed, the sides must be clean and well presented with no visible studs, tacks or staples.

Images of your work for publicity

- Please email high resolution images by **5pm on Friday 16 February 2018** to: info@leicestersocietyofartists.co.uk
- Please state if you would also like these images to be put onto your pages on the LSA website.
- If you prefer to send a CD or DVD disc or photographic prints, please post to: Hazel Crabtree, 12 Westfield Close, Market Harborough, Leics LE16 9DX.
- By entering this exhibition you agree that photos of your work can be used for the promotion of the LSA and The Old Library Galleries.

Artists Statement for display with your work

- Use the Artists Statement Form and return by 5pm on Friday 23 March 2018 (see section below)
- Please give the name of the author, the Title, and the date of the written work (if known)
- Maximum 75 words for your statement or extract
- You are encouraged to provide an Artists Statement and/or extract of up to 75 words, though this is optional
- The information you provide will be made into a wall label and placed next to your work

Entry form, Artists Statement and Labels

- By completing the Entry Form you agree to be bound by the terms and conditions of this exhibition.
- TWO labels must be completed and attached to all works to enable us to handle it once it is delivered to the The Old Library Galleries.
- See Label Sheet for instructions
- **Send your completed Entry Form by 5pm on Friday 23 March 2018** by email to: info@leicestersocietyofartists.co.uk or send by post to: Hazel Crabtree, 12 Westfield Close, Market Harborough, Leics LE16 9DX.
- **Send your completed Artist Statement Form by 5pm on Friday 23 March 2018** by email to: info@leicestersocietyofartists.co.uk or send by post to: Hazel Crabtree, 12 Westfield Close, Market Harborough, Leics LE16 9DX.
- The submission fee of £8.00 covers the entry of up two works per member.
- **Send your Submission Fee of £8.00 by 5pm on Friday 23 March 2018**
- Pay by Bank Transfer to - HSBC 40-32-03, Account no: 81061534, Reference 'SPRING18 - YOUR NAME'.
- If you would prefer to pay by cheque, make cheques payable to 'Leicester Society of Artists' and post with your name on the back to Jo Sheppard (LSA Treasurer), 48 Barrow Road, Quorn, Leics LE12 8DL.

Delivery of work

- Deliver your work to The Old Library Galleries on Friday 6 April 2018 between 2pm and 4pm
- TWO labels must be attached to each work - see enclosed Label Sheet for instructions
- Delivery is not permitted outside the stated date and time
- A third party can deliver on your behalf

Collection of Work

- All unsold works must be collected between 2pm and 4pm on Saturday 19 May 2018
- Collection is not permitted outside the stated date and time
- A third party can collect on your behalf

Sale of Works

- **Commission on all sales is 10% of the catalogue item price.**
- Items will remain on display until the end of the exhibition
- Sales are handled by The Old Library Galleries. Payment to LSA members from sales will be made when monies have been received by the LSA Treasurer from the Old Library Galleries, less their commission of 10%.

Insurance

- You are asked to note that the LSA and The Old Library Galleries take all reasonable steps to protect the works on show, but neither is to be held responsible for loss or damage to such items. You are advised to insure your own exhibits against risk.

Images/Photography

- By entering this exhibition you agree that photos of your work can be used for the promotion of the LSA and The Old Library Galleries
- If you are able to send images of the work you are submitting, for use in publicity material, please email high resolution images to Hazel by 5pm Friday 16th February 2018: info@leicestersocietyofartists.co.uk

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Parking for The Old Library Galleries

- The closest parking facilities are principally the Phoenix car park which is £1 for an hour pay on foot or Wellington Street by the Adult Education Centre where it is pay at the roadside machine.
- If you want to combine shopping with delivery/collection then Highcross parking would be available but a bit further out.
- There is also a car park above the Fitness Centre on the Welford Road via Regent Street.