

Terms & Conditions



Leicester Society of Artists

Annual Exhibition 2019

8 November – 7 December

New Walk Museum & Art Gallery, 53 New Walk, Leicester LE1 7EA

Media accepted

- Maximum THREE entries
- All media are accepted - paintings, drawings, mixed media, textiles, sculpture/3D works and original prints or photography
- 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 size allowed (including frame): 500cm (196in)
- Measure as follows:

ONE work - measure 1 long side + 1 short side = total measurement, including frame

TWO works - measure 1 long side + 1 short side of the longer work + 1 short side (only) of the 2nd work = total measurement, including frames

THREE works - measure 1 long side + 1 short side of the longest work + 1 short side (only) of the 2nd work + 1 short side (only) of the 3rd work = total measurement, including frames

If your work is over 250cm in any dimension, please contact Deborah Bird by email exhibitions@leicestersocietyofartists.co.uk by Monday 14 October 2019

Presentation and framing

• **All works for the wall 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
- Frames of large works 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.

Sculpture/3D Works

- There are no size restrictions for free-standing 3D works, but sharp or unstable works will be excluded on grounds of health and safety. Electric works (other than battery powered) are not accepted.
- Works that will be exhibited in cased plinths (eg. fragile works), must conform to the following maximum dimensions: W:50cm x D:50cm x H:50cm
- Clear METRIC dimension are essential on your Entry Form
- We will try to provide the most appropriate plinth for your work, using the information you give us. If there are not enough individual plinths at New Walk Museum to meet level of submissions smaller 3D exhibits will be displayed in large glass cases

Original Prints

- Up to six unframed original prints in total from the editions of works in the exhibition may be offered for sale in the Museum shop, presented in mounts and plastic sleeves.

Entry form 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 Museum.

See enclosed Label Sheet for instructions

Submission process

- Submit your completed Entry Form by 5pm on Monday 14 October 2019 by email to:
exhibitions@leicestersocietyofartists.co.uk.
- Alternatively, send your Entry Form by post to: LSA Exhibitions Manager, 5 Rotherby Lane Frisby on the Wreake, Melton Mowbray, Leicester. LE14 2NW
- Send your Submission Fee of £20.00 by 5pm on Monday 14 October 2019. Pay by Bank Transfer to - HSBC 40-32-03, Account no 81061534, Reference 'ANNUAL19 - 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 Peter Rapp (LSA Treasurer), 49 Springfield Road, Leicester LE2 3BB

Late entries cannot be guaranteed space in the exhibition

Delivery of Work

- Deliver your work to New Walk Museum & Art Gallery between 9am and 11am on Saturday 02 November 2019
- Two labels must be attached to each work - see enclosed Label Sheet for instructions
- Please leave the Museum car park as soon as possible to avoid congestion
- 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 10am and 12noon on Sunday 8 December 2019
- Please leave the Museum car park as soon as possible to avoid congestion
- 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 40% of the catalogue item price, plus VAT at 20% (required by the Museum on their commission) (ie 48% in total).
- Where possible sold items will remain on display until the end of the exhibition. When requested by the purchaser, sold items may be removed on the day of purchase. You may be contacted by the LSA to supply a replacement item.

Images of work/Publicity

- Visitors are allowed to take photographs in the Museum without restriction. Copyright remains with the artist. However, by entering this exhibition you agree that photos of your work can be used for the promotion of the LSA and the Museum.

Insurance

- You are asked to note that the LSA and the Museum 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.

For further information, contact the LSA Exhibitions Officer Deborah Bird:
exhibitions@leicestersocietyofartists.co.uk