

Terms & Conditions



Leicester Society of Artists

Annual Exhibition 2020

26 November 2020 - 14 January 2021

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

Media accepted

- You are allowed to submit up to **TWO SQUARE** works. Due to the space we there are specific size constraints. Please follow the guidelines below.
- 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

This year's show is very restricted in terms of space as we will be in Gallery 7, which is a small gallery off the main Victorian gallery, together with a freestanding panel in the main gallery. Therefore -

- All works must be **SQUARE**
- You can submit either:

ONE work up to 450 x 450mm (including frame)

Or

TWO smaller works up to 300 x 300mm each (including frame)

Any queries regarding work sizes - please contact Deborah Bird by email:
exhibitions@leicestersocietyofartists.co.uk before Friday 23 October 2020

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

- 3D works will be limited to an overall footprint of 500mm square (See Entry Form)
- Sharp or unstable works will be excluded on grounds of health and safety. Electric works (other than battery powered) are not accepted.
- Please notify us of works that require cased plinths (eg. fragile works)
- **Clear METRIC dimensions 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, the availability of these together with prices will be indicated under the title of the exhibit.
- We will contact you direct to supply any print edition sold via the shop.

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 Label Sheet for instructions,
- Download **Label Sheet, Entry Form and Terms & Conditions** from the LSA website under '**Members Resources**'

Submission process

- **Submit your completed Entry Form by 5pm on Friday 23 October 2020** 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 £15.00 by 5pm on Friday 23 October 2020**. Pay by Bank Transfer to - HSBC 40-32-03, Account no 81061534, Reference 'ANNUAL20 - 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

- **Send your Annual Exhibition images by 5pm on Friday 23 October 2020**

By email (with titles) to Hazel Crabtree hazel.crabtree@btinternet.com

Alternatively, send discs, memory sticks or prints, (with titles) by post to:
Hazel Crabtree, 12 Westfield Close, Market Harborough, Leics LE16 9DX

Artist statement

- If you wish you may include a **short statement about your artwork in the exhibition**, which may be used in online promotions and events.
- Send to Hazel Crabtree: hazel.crabtree@btinternet.com or by post (either typed or hand-written) to:
Hazel Crabtree, 12 Westfield Close, Market Harborough, Leics LE16 9DX

Delivery of Work

- Deliver your work to New Walk Museum & Art Gallery between **9am and 11am on Monday 23 November 2020**
- **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 Friday 15 January 2021**
- 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 35%** of the catalogue item price, plus VAT at 20% required by the Museum on their commission, (ie. **42% 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.

Photography

- Visitors are allowed to take photographs in the Museum without restriction. Copyright remains with the artist.
- 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 and have your own Public Liability Insurance.

Queries

Contact the LSA on: exhibitions@leicestersocietyofartists.co.uk

Useful Dates

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| 5pm on Friday 23 October 2020 | Deadline for Entry Forms |
| 5pm on Friday 23 October 2020 | Deadline for Submission Fee |
| 5pm on Friday 23 October 2020 | Deadline for images |
| Monday 23 November 2020 | Deliver your artworks to New Walk Museum & Art Gallery between 9am and 11am |
| Thursday 26 November 2020 | PV – to be confirmed |
| Friday 15 January 2021 | Collect unsold artworks from New Walk Museum between 10am and 12noon |