**Entry Form for 3D Work**

Leicester Society of Artists Annual Exhibition 2018 (**8 November – 9 December)**

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

**Please complete this Entry Form and return by 5pm on Monday 1 October 2018 by email to Bob Morley:**[**exhibitions@leicestersocietyofartists.co.uk**](mailto:exhibitions@leicestersocietyofartists.co.uk)or send by post to:LSA Exhibitions Manager, 11 Beresford Drive, Stoneygate, Leicester LE2 3LB.

Please see Important Notes at the end of this document (page 2). There is a separate Entry Form for 2 dimensional work

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** – as it should appear in the catalogue | **Telephone/Mobile** | **Email address** | **are you also submitting 2d work? Yes/no** |
|  |  |  |  |

**Please ensure that the titles and numbers on this Entry Form for 3D Works match the labels that attach to your work**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Title** | **Medium** | **Selling Price \*** | **DIMENSIONS OF WORK – IN METRIC** | **PLINTH required?** | **case?** |
| **1** |  |  | **£** | *H / W / D in metric* | *Yes/no*  *Approx size in metric (H/W/D)* | *with/without* |
| **2** |  |  | **£** | *H / W / D in metric* | *Yes/no*  *Approx size in metric (H/W/D)* | *with/without* |
| **3** |  |  | **£** | *H / W / D in metric* | *Yes/no*  *Approx size in metric (H/W/D)* | *with/without* |

* **Selling Price -** includes Commission & VAT. **If ‘Not for Sale’ (NFS)** – please also provide a price in brackets for museum insurance purposes

**Send your £20 Submission Fee by 5pm on Monday 15 October 2018** Pay by Bank Transfer to – HSBC 40-32-03, Account No. 81061534. Reference: ‘ANNUAL18 – your name’

IMPORTANT NOTES FOR ENTERING 3D WORK

This Entry Form for 3D work must be returned by 5pm on Monday 1st October

PLEASE NOTE - This is an earlier return deadline for 3D submissions than 2D WORKS – this gives more time to match to plinths. We will try to provide the most appropriate plinth for your work, using the information you give us.

**Dimensions** – Clear **METRIC** dimensions are essential - H/W/D

**How we may contact you** - Your contact phone/mobile essential if need to discuss plinth/perspex availability and for hanging day

**Cased plinths** – please indicate on the form for each work whether a cover should be provided.

**Not for Sale works (NFS)** – you are asked to provide a price (in brackets) for each ‘Not for Sale’ work for insurance purposes.

**Submitting 2D work and 3D work**?– please indicate ‘yes’ above, then fill in the separate ‘Entry Form for 2D Work’

**Late entries** - Entries received after 5pm on Monday 1 October 2018 are not guaranteed space in the exhibition

We will do our best to display your work as requested, but limited space and appropriate plinth/perspex availability could affect acceptance. 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