**LECHLADE ART SOCIETY ANNUAL EXHIBITION 2016**

PLEASE NOTE – THESE GUIDELINES OUTLINE **SIGNIFICANT DIFFERENCES** TO OUR USUAL ARRANGEMENTS AND SHOULD BE READ IN CONJUNCTION WITH THE DOCUMENTATION ISSUED. PLEASE REFER TO THIS SHEET IN THE FIRST INSTANCE AND PHONE 01367 252540 OR EMAIL b.britton89@btinternet.com FOR FURTHER INFORMATION OR CLARIFICATION.

1. The exhibition will be held 27th -30th August inclusive.
2. The venue will be the Long Room, New Inn, Lechlade. [under the Inn arch]
3. The Private View will be 6.30 pm – 8.30.pm. Friday 26th.
4. Opening times will be 10.00 am – 6.00 pm Saturday –Monday.

 10.00 am – 4.00 pm Tuesday

**SUBMISSION OF WORK**

1. Work should be submitted on Friday 26th between 9.00am and 12.00
2. **This year** a maximum of 2 [framed] pictures may be submitted for hanging. No larger than 2ft x 3ft, including frame. If possible avoid very heavy work. Please mark work on the back ”A” or “B” and **use the labels provided**. We aim to hang all “A” work and hopefully all ”B” work as well, depending on the number of works submitted.
3. Up to 4 unframed works may be submitted for browsers. Please label these using labels provided
4. No card sales this year by individual members, only those printed for society funds will be available for sale.
5. Please bring framed/unframed work wrapped in towels/fabric/ etc. and take all wrappings away with you at the giving - in day. There is no provision for storage of wrapping or reserve artwork at the venue.
6. Please be aware that there is no parking available at the New Inn. Please car-share and/or park in the Town or arrange a drop-off at the entrance.

**LABELLING OF WORK**

Using the sheet of labels provided Please complete all sections in Black ink, using capitals

Two labels are for hung work, please complete and attach these to the back of your artwork, marking “A” or “B” [see note two above]

Two labels are for reserve works in the event of a sale. Please keep these artworks available

Four labels are for unframed, browser artworks. Complete and attach to the reverse of artworks

**COLLECTION OF WORK**

1. Collection of both sold/unsold work MUST be made 4.30 pm-7.00 pm on Tuesday