**Lechlade Art Society**

**SUMMER EXHIBITION OF MEMBERS’ WORK at the New Memorial Hall, Lechlade**

 **2018**

**PLEASE NOTE – Please note - in addition there is a supplementary guidance sheet that gives additional details regarding the submission of work for this year**

**Exhibition Dates:** Saturday 25th, Sunday 26th, Monday 27th, Tuesday 28th August **2018**

**Exhibition Opening hours:** 10.00 am to 6.00 pm (except Tuesday 28th – 10.00 am-4.00 pm)

**Private View:** Friday 24th 6.00 pm – 8.00 pm

**Handing in of work:** The New Memorial Hall

 **Friday 24th August 10.00 am to 12.00 noon**

**Collection of work from The New Memorial Hall:** Tuesday 28th August 4.30pm – 6.00 pm

**Please note: There will be NO OTHER collection time.**

**Please make arrangements for your work to be collected if you cannot come on Tuesday 28th.**

**1. EXHIBITION RULES**

Only members who have paid their Annual subscriptions may exhibit.

Exhibitors are required to cover at least one session of Stewarding: please complete the relevant section on your submission sheet.

2. **ENTRY FEES**

Framed or block mounted paintings, photographs and craft/sculpture items £2 per item

Unframed paintings/masked photographs. . . . . . . . . . . . . . . . . . £1 each

Items not for sale [NFS] . . . . . . . . . . . . . . . . . . . . . . . . . . . £2each

The Society commission is 10% of the selling price

**A CHEQUE payable to Lechlade Art Society MUST BE SENT WITH THE COMPLETED FORMS TO:**

**Brian Britton, Hazleton House, Burford Road, Lechlade, GL7 3ET** by **Monday13th August**

**3. ORIGINAL WORK**

Pictures must be original work and may be previously exhibited. Any infringement of copyright will be the responsibility of the member submitting the work and not the Society, its members or the committee. Any artwork which is identified as an infringement of copyright after hanging will be immediately removed.

**Members may submit work as follows:**

Finished work comprising framed or block mounted paintings, photographs, craft and sculpture – **up to four works in total.**

Unframed paintings/masked photographs/prints – **up to four works in total**. To be placed in browsers.

**Please note:** Members submittingany artwork that is too heavy to be hung MUST provide a suitable easel or table-top stand.

 **In addition members are asked to bring a table top easel and/or floor – standing easel for general use. Please ensure that your name is clearly marked on the easel/easels that you bring.**

**4. FRAMED PICTURES**

Framed pictures must be properly framed in wood, plastic, or metal. The backing must be sealed to the frame with brown sealing tape [not Sellotape]. All frames must be securely fitted with two D rings connected by a short, tight length of nylon cord or wire for hanging. Work must be labelled on the back, using capital letters in black or blue ink showing only the name, title of work, medium and price **using the enclosed labels only**.

Watercolours and pastels must be glazed and oil paintings must be dry.

**5. UNFRAMED ARTWORK**

**Paintings –** These must be covered with secured transparent film NOT CLING FILM. They must be labelled as for framed work. NO LABELS ON THE FRONT OF THE WORK PLEASE!

**Pastels –** Please be aware that pastels may suffer degradation as a result of transfer of pastel onto the protective plastic cover: spray fixing will minimise this.

**Please note – Regrettably work that is not submitted in accordance with the Society’s regulations may be rejected.**

**6.** Should there be more entries than, in the opinion of the committee, can be adequately displayed, the maximum permitted number will be reduced, and some paintings may be omitted.

**7**. Once an Entry Form has been completed and submitted, it will constitute a contract with the Society and the Society will be entitled to take a commission on any works sold or withdrawn before or during the Exhibition.

**8**. This year purchases made during the exhibition may be paid for and removed at time of sale. The artist selling will be invited to replace their sold work with a reserve. At the close of the exhibition work may be collected by the purchaser, exhibitor, or their representative Please see the relevant details on the exhibitors’ form.

**9. ARTISTS’ CARDS** Members wishing to sell their cards should provide their own display stand or agree to share a stand with another member BEFORE submitting the form for card selling. Please obtain a form by requesting a copy by email or telephone and complete a paper copy to submit with your Exhibitor’s Form. Cost for card sales is a flat rate fee of £3 [no commission]. The maximum number of cards for sale by any member must not exceed 40.

**Please note due to administration difficulties ALL cards must be for sale at the flat rate of £2.00 each**

**10**. Interpretation of the exhibitors’ rules will be at the sole discretion of the committee and must be accepted as final

**11**. Neither the Society, nor its members, the committee or the trustees of The New Memorial Hall will be responsible for any loss or damage to exhibits whilst in their care, although all reasonable precautions will be taken to safeguard them. All members are advised to take personal insurance for their work as they consider necessary, against loss or damage during the exhibition. In signing the Exhibitor’s Entry Form they have agreed to have indemnified the Society, its members, and the committee and the owners of the venue against such risks.

**Guidance Note:**

Exhibitors wishing to insure their exhibits should check with the insurers of their household contents and arrange with them that it covers items temporarily outside their property. However it is understood that insurers will only cover the cost of materials used in the artwork unless the work has been properly/professionally valued beforehand.

**Stewarding** It is a condition of the annual exhibition that all exhibitors are willing to make themselves available to steward the Exhibition. Please complete and return the Steward’s Rota Form with the completed Exhibitor’s Form.

**Please note** the committee will be responsible for taking-in and hanging the exhibition.