

Submission Information

Framed Pictures

- Medium: Any
Number: Three maximum
Framing: Sturdily framed or unframed box canvases with no visible staples or nails, and tidy sides.
Labels: Two labels must be attached to the back of the work.
(1) A white self-adhesive label, approx. 1 ½ " x 3 ½ " approx. (3.5cms x 9.0cms) to be stuck on the back of the work
(2) A "luggage" type label attached to the back of the pictures with string tied to the centre of the hanging cord so that it is just long enough to hang over for cataloguing, but not to dangle below the picture when hung.
Both labels should be clearly marked in block capitals with:
- Title of the work
 - Medium
 - Price
 - Artist's Name and Telephone Number

See **separate sheet for labels** to print out.

Presentation: D-rings essential, NOT round rings (to avoid damage to screens). Ensure that the hanging cord is taut so that the picture does not lean forwards when attached to the screens.

Unframed Pictures (for instant sale)

- Medium: Any
Number: Unlimited
Framing: None
Wrapping: Cellophane (not cling film)
Mounting: Put onto stiff backing
Maximum 30" x 24" (76.0cms x 61.0 cms approx)
Minimum 18" x 15" (45.0cms x 38.0cms approx)
Labels: (1) Label stuck onto the back with Title, Artist's Name, Medium and Price in BLOCK CAPITALS.
(2) Duplicate on front, top left corner.

Sculpture and Ceramics

Labels: Attach label if possible in accordance with labelling for framed pictures (see above).

SUBMISSION AND HAND-IN DAY AND TIMES

Submission date: Saturday 5th October 2019

Hand-in date: Thursday 17th October 2019 between 11.00am – 2.00pm

Submission fees: Pictures and Sculptures £3.00 each
Pictures for troughs £1.00 each

Notes to all Artists:

- A selection process operates on all artwork except the trough pictures.
- Commission on sales 15%.
- Cheques should be made payable to **Leigh Village Hall** and can be sent with your application form or brought on the hand-in day.
- **HAND-BACK DAY** for all unsold works is on Sunday 20th October 2019 **between 4-5pm** directly the Show is over. **PLEASE DO NOT FORGET TO COLLECT YOUR ARTWORKS.**