

SUBMISSION INFORMATION - Leigh Art Show 13th, 14th & 15th October 2023

IMPORTANT: Before completing the EXHIBITION APPLICATION FORM, please carefully read all of the information below.

Please print the FORM and complete it, scan it and email it as an attachment **OR** print, complete and post.

To complete the 3 page FORM, please fill out Boxes 1 to 4 and 6 to 9. Box 5 is for LAS use only.

Please use CLEAR CAPITAL LETTERS when completing the FORM.

Number of exhibit items permitted - 3 (or more by prior notification from the Leigh Art Show organisers)

Framed Pictures (Exhibits) - all items to be for sale - £50 to £700

Medium: Any

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 " (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 work with string tied to the centre of the hanging cord so that it is just long enough to hang over the front of the work 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 format of labels

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.

Sculpture and Ceramics (Exhibits) - all items to be for sale - £50 to £700

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

Unframed Pictures, Sculptures & Ceramics (Trough Items) - for instant sale in troughs / side shelves - sale price at artist's discretion

Medium: Any

Number: 15 maximum

Framing: None

Wrapping: Cellophane (not cling film)

Mounting: For pictures, 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.

Note: Failure to comply with the above requirements may lead to your submissions being excluded from the Show.

SUBMISSION AND INTAKE DAY

Last Application Submission date: Saturday 30th September 2023 (fees to be paid on Intake Day only)

Artwork Intake day: Thursday 12th October 2023 between 11.00am – 2.00pm

Submission fees:	Exhibit items	£4.00 each
	Pictures for troughs	£1.00 each
	Cataloguing	£1.00 fixed fee
	Greeting Cards	No charge

Continued

IMPORTANT:

- Original exhibit artworks only, no prints, no *in the style of* or *following* (NB. prints acceptable for Trough Sales)
- Exhibit items must not have been previously exhibited at the Leigh Art Show.
- A selection process operates on all artwork subject to available space.
- 15% Commission taken on all artwork sales and £0.50p per card on all greeting card sales.
- **PAYMENT OF FEES** - on **Intake Day only** - cash, cheque (made payable to **Leigh Village Hall**) or by most cards.
- **CARD payments** are preferred wherever possible.
- **INTAKE DAY** for all items is **Thursday 12th October** between **11:00am and 2:00pm**.
- There will be a Preview Evening on **Friday 13th October** 6:00pm to 8:00pm.
- **COLLECTION DAY** for all unsold works is on **Sunday 15th October** between **4-5pm** directly the show is over.
- **PLEASE DO NOT FORGET TO COLLECT YOUR ARTWORKS.**

Hints on printing and scanning the Form

Printing:

Check your printer settings and opt for A4 paper size and also choose 'PRINT TO FIT' or 'PRINT 100%' or similar to ensure the page is printed to maximum size.

If you are using a PC, saving the Form to a folder should give you the ability to adjust page margins to assist in maximising the printed size of the FORM.

Scanning:

Check your scanner settings and opt for .pdf and, where possible, choose 'COMBINE PAGES TO SINGLE DOCUMENT' or similar to produce a single 3 page document for email attachment purposes. Other scan formats such as .jpeg should be available but, unlike .pdf, most do not provide the ability to combine pages in to a single document.