



Open Art Exhibition

At

The Luton Hoo Walled Garden

16th – 18th March 2012

General Conditions and Exhibition Information Sheet

Please read the following information carefully

Exhibition Dates:

Closing date for entries	February 21 st 2012	
Receiving dates	Friday 9 th and Saturday 10 th March	Fri: 4pm - 7pm Sat: 2.30pm – 4.30pm
Selection date	Monday 12 th March	10.30am – 1.30pm
Collection of unselected work	Tuesday 13 th March	10 am – noon, 5 - 7pm
Private view	Thursday 15 th March	7 - 9pm
Exhibition dates	16 th – 18 th March	Fri: 12 - 7pm Sat & Sun: 11am – 5pm
Collection of unsold work	Monday 19 th March	3pm – 8pm

Venue:

The Exhibition will show on behalf of the Friends of Luton Hoo Walled Garden in “The Conservatory at the Luton Hoo Walled Garden”, LU1 4LF. (See www.lhwg.org.uk for further information.)

Eligible Categories:

- painting; drawing; mixed media
- photography; print making; textiles
- miniature work in any media
- sculpture in all media
- ceramics of a basically non-utilitarian nature

Work is to be garden and landscape inspired and can interpret any aspect of garden life including plants, wildlife, buildings or tools. Please make sure that the work submitted bears a relationship to the theme of the exhibition. Works that do not include any relevant elements will not be considered for selection.

Artists may submit up to a maximum of 5 works and maximum 5 prints.

The sizes of works must be in accordance with paragraph 3 overleaf.

Previously submitted work should not be re-submitted for selection.

GENERAL CONDITIONS FOR SUBMITTING WORK FOR EXHIBITION

1. Schedule

Completed entry forms and submission fees must be returned to Open Art Exhibition, Luton Hoo Walled Garden, Luton Hoo Estate, Luton, LU1 4LF by February 21st 2012.

Please complete the entry form clearly.

Please make sure that the labels on the work bear the same information as that on the form.

The signing of the entry form is to be taken as the unreserved acceptance of the entire contents of these conditions and those on the entry form. Works will not be accepted unless the entry form has been signed by the artist.

2. Selection

Works to be hung will be chosen by a selection committee.

3. Submission Procedure

The receiving days for the Exhibition are printed on the previous page.

Works should be delivered to the Visitors Centre, as indicated on the map.

An official paper receipt will be presented on submission of work.

Works can only be accepted on the receiving days and times stated.

4. Submissions via the Internet – Jpeg, Psd or Pdf formats only

Submissions via the internet will be accepted on receipt of the appropriate administration fee.

Please send an image of the work together with full details including price, media and most importantly the size.

If the work is selected please package carefully to send to the venue and include sufficient funds to pay for the return of your work if not sold.

5. Submission fees

A non-refundable submission fee of £5 per work (£3 per print) is payable, irrespective of size or medium.

Cheques should be made payable to Friends of Luton Hoo Walled Garden and are to be included with the entry form.

6. Size of work

The size stated on the schedule refers to the exterior frame size or, in the case of sculpture, the longest overall measurement.

The maximum submission size for paintings is 120cm on the longest length, unless by prior agreement. The maximum size for sculpture is 100cm across the longest length unless by prior agreement.

7. Prints and etchings

Etchings must show their plate indentations.

Only original prints will be accepted and if they are part of a series, must be numbered.

Commercially printed work is not acceptable.

8. Photographs

Photographers wishing to submit digitally enhanced/manipulated photos must be the originator of the work and it must be labelled as digital photography.

9. Frames and presentation

We would ask you to make sure that your framing is well constructed.

Use D rings (not mirror plates) for stringing. These should be positioned approx 2/3 or 3/4 up the sides of the frame so that the picture hangs straight and does not tip forward.

Whenever possible, please use picture wire or cord, if not make sure the string is strong enough to hold the picture and threaded twice.

When stringing your pictures please endeavour to keep the stringing taut.

There should be no hanging hooks or any projections whatsoever from the back of the frames. This is to prevent damage to other works in stacking.

Metal clip frames are not admissible.

Glazed works with unprotected glass edges are not admissible.

Frames and mounts of unusual colour, size and design may prejudice the choice of hanging.

Unframed work must be mounted and suitably protected with acetate or cellophane sheet and marked with the title, artist's name, medium and price.

All 3D work that require a plinth for display must be provided by the artist. The plinth should be painted white and in good condition.

10. Labels

The Exhibition catalogue is compiled from the entry form. Each work must have a label on the back of the work which must contain name, title, medium and price.

Pictures must also have a hanging label with the same details visible from the front of the picture. This label should be attached securely on a piece of string long enough to hang over the top front of the picture.

There should be a label on the base of a sculpture.

11. Commission

All sales will be subject to a commission of 25% charged by the Exhibition Organisers on the price paid for work.

Any further work commissioned through the Luton Hoo Walled Garden will be expected to pay a 10% charge to the Exhibition Organisers.

Please note: artists liable to VAT are responsible for paying their own tax.

12. Price

The price of works stated on the entry schedule should include the commission of 25%. *See point 11 above.*

Sale prices for any hanging works must not be fixed below £75.

Artwork not for sale can be submitted as NFS.

13. Collection of Works

The dates and times for collection of work are shown on the previous page and this is the **ONLY** day when work can be collected.

Artists will be informed by telephone of any works not selected for the exhibition. Unselected works are to be collected from the Visitors Centre on Tuesday 13th March (see front page).

Sold works will be collected from The Conservatory on Sunday 18th March after 5pm (see front page).

Unsold works are to be collected from The Conservatory on Monday 19th March between 3pm – 8pm.

Persons collecting works should present the official paper receipt.

14. Storage Charges

The Exhibition Organisers have the right to dispose of or levy a charge on any uncollected work and are not liable for safe custody or care of the works.

15. Press Photographs

Unless otherwise stated in writing by the artists, works exhibited may be photographed for press purposes in connection with the Exhibition.

16. Copyright

Copyright of all works, other than commissioned work, remains the property of the artist. Any enquiries for copyright will be referred to the artist.

17. Care of Works

The Exhibition Organisers will not be liable for any damage or loss of works sent for exhibition occurring in the ordinary course of handling, whether such damage or loss is caused by the negligence of the Exhibition Organisers or their staff or otherwise.

The Friends of Luton Hoo Walled Garden strongly advises artists to insure their own works.

18. Contact details

In case of any queries, the Exhibition Organisers can be contacted on arts@lhwg.org.uk, or call 01582 879 089.