

NON-MEMBERS INFORMATION SHEET

DATES AND TIMES: For deadlines, dates and times please refer to the **Exhibition Timetable for the year.**

EXHIBITION RULES:

1. You must be permanently resident in Cumbria.
2. **You must submit a completed Non-Members Entry Form by email to the Secretary the deadline. If you have a problem emailing the entry form please get in touch with the Secretary.**
3. Your entry form must be signed; this may be in the form of a typed signature for submission by email.
4. Please ensure that you provide the exact name to appear on any cheque as we will make a charge of £5.00 for the administration costs of replacing cheques which will be deducted from the replacement.
5. An Exhibition Entry Label for each work will be completed from the details on your entry form.
6. This label should be attached at handing in.
7. You may submit one or two works for sale.
8. 2D and 3D works are admissible.
9. All works submitted must be original. No copies of any kind are admissible.
10. No works may be exhibited which have previously been seen in any public exhibition in Cumbria.
11. Editions of prints and sculpture must be on sale exclusively from the exhibition during the period of the Summer Exhibition.
12. No works accepted for the Exhibition can be removed before the end of the exhibition.
13. The Society reserves the right to reject any work submitted without giving any reason.
14. A Private View invitation will be sent to any non-member submitting work.

ALL WORKS MUST BE EXHIBITION READY:

1. Works must be delivered, unpacked, to Grasmere Village Hall.
2. All works intended to be wall mounted must be presented in a frame capable of withstanding the Society's screw fixings or professionally presented in a style suitable to withstand the Society's screw fixings. Lightweight frames are not suitable; heavier box frames are acceptable.
3. Please **remove all hanging fixtures** and tape them in a sealed envelope, for use by the purchasers, to the rear of the work
4. To facilitate hanging the Society applies its own hooks etc. Frames or stretcher pieces must be able to withstand the application of the Society's hanging fittings.
5. Metal, plastic or clip frames will not be accepted.
6. Diffused picture glass and frames and mounts of an unusual colour, size or design may prejudice the chance of selection.
7. An Exhibition Entry Label must be attached to the back of each 2D work by a length of string to allow the label to hang over the front of the work from the top.
8. An Exhibition Entry Label must be attached to each 3D work.
9. Entry Forms must be accurately completed, particularly regarding the medium or media used, i.e. Acrylic, Gouache, Mixed media, Oil, Pastel, Watercolour, etc.

SALES:

1. A commission of 35% will be charged by the Society on the selling price of all work sold.
2. Exhibitors will be advised of details of their sales by email periodically throughout the Exhibition.

DELIVERY OF WORKS:

You are responsible for the delivery of your works to purchasers.

Please indicate Yes or No on the Entry Form against each work to indicate whether you are prepared to arrange packing, carriage and insurance.

Please note that the cost of carriage is to be borne by the purchaser and the artist is required to invoice the purchaser direct to recover these costs.

DATA PROTECTION:

Please enter on the Entry Form the exact details you would like to be shown alongside your name in any catalogue or list of works and for any other public documentation. The exhibition information sheet will let anyone interested know how to contact the Secretary if your own contact details are not shown.

INSURANCE:

1. The Society insures works at the sale price for Fire, Theft and Public Liability risks whilst works are within the Grasmere Village Hall.
2. Additional works submitted in support of membership applications are not insured.
3. Dates of cover are from handing in day to the AGM date inclusive.
4. Transport to and from the Hall is not included.

COLLECTION OF WORKS:

1. Purchasers are required to collect works on the Collection Dates unless otherwise agreed with the Society.
2. If the purchaser is unable to collect on Collection Dates, **you** are responsible for the delivery of your works to purchasers and will need to arrange for the work to be collected by yourself or a third party on your behalf.
3. In the event that a purchaser is unable to collect, the Society will contact you and it will be **your** responsibility to arrange delivery at the expense of the purchaser.
4. The Society's Conditions of Sale regarding collection are set out in the exhibition information sheet,

APPLICATION FOR MEMBERSHIP:

CRITERIA:

1. Applicants for election to Membership of the Lake Artists Society must be permanently resident in Cumbria.
2. Applicants must have two works accepted for the current year's Summer Exhibition.
3. Applicants must have completed and signed the relevant part of the entry form.

PROCESS:

1. All applicants are required to present not less than five additional items of recent work, framed or unframed, plus any supporting material such as sketch books, by no later than 12.00 noon on the date shown on the Exhibition Timetable at Grasmere Village Hall.
2. All applications will be assessed by the Society's Council Members and those short-listed will be put forward for consideration at the AGM.
3. Lake Artist Society Members present at the AGM vote on the applications and applicants will be notified if they have been successful and, if not, what stage of the process they reached.
4. All applicants collect their works at 5.00pm. The Society reserves the right to charge a storage fee of £15 per day for uncollected works.
5. Successful candidates will be invited to become Members of the Lake Artists Society and will be required to pay an initial subscription due on 1 January following election and thereafter in accordance with the Rules of the Society.

PRIVACY AND DATA PROTECTION POLICY

1. What data do we hold - Information that you provide us, such as your name, postal address, phone numbers and email address and details of works you have exhibited with us.
2. How we use your information - Your data will only be used for the legitimate purposes of the Lake Artists Society in connection with Exhibitions.
3. How we protect your information - All information we hold about you is held securely and backed up regularly on a secure system. We never share information with third parties.
4. Rights of access, erasure and objection - It is important that the data we hold is accurate and up to date; please inform us if any details need to be amended. By law you have the right to request access to and correct the data we hold or object to the processing of your personal data under certain circumstances. If you wish to review, verify or correct any of the details we hold please email secretary@lakeartists.org.uk