

## HLSI MEMBERS' ART EXHIBITION 7 - 20 FEBRUARY 2025

### *INFORMATION ON HOW TO ENTER WORK*

#### **REGISTRATION**

**DEADLINE FRIDAY 24 JANUARY**

Entry forms can be downloaded from the HLSI website (or collected in person from the office) from the end of October 2024. The three-part Entry Form must be filled in for EACH piece of work submitted (up to a maximum of three).

Part 3 must be returned to HLSI Office by **16.00** on Friday 24 January 2025.

#### **SELECTION DAY**

**SATURDAY 25 JANUARY**

**Delivery** - All Submissions must be delivered to the HLSI between **9.30 - 10.30** on Sat 25 Jan. Please ensure that Part 2 of the Entry Form is securely attached to each piece you are submitting for selection. (No work will be accepted without this form.)

**Collection** - All artwork must be collected from HLSI between **14.15 - 15.30**.

Please bring payment by credit/debit card only (hanging and private view fees) with you on collection.

**Invigilation** - The exhibition will be invigilated by the exhibitors themselves. At the time of Collection, exhibiting artists will be asked when they are available to invigilate, so please bring your diary, too. You will also be asked for your agreement to share with other invigilators your contact details.

**PV invites** - All exhibitors will be given five invitations to the Private View to give to friends and relatives. Please let us know if you need more.

#### **Prints**

Framed and unframed: please be clear about the number of framed prints available for purchase.

#### **HANGING DAY**

**THURSDAY 6 FEBRUARY**

Exhibiting artists must deliver their work to the HLSI between **10.00 - 10.30**.

**All work must be fitted with D rings.**

Please ensure that Part 2 of the Entry Form is still securely attached to each piece delivered.

#### **PRIVATE VIEW**

**FRIDAY 7 FEBRUARY**

18.00 - 20.30

#### **EXHIBITION DATES**

**FRIDAY 7 - THURSDAY 20 FEBRUARY**

Gallery Opening hours:

Wednesday - Friday 13.00 - 17.00, Saturday and Sunday 10.00 - 16.00

#### **AT THE END OF THE EXHIBITION**

**THURSDAY 20 FEBRUARY**

##### **For artists**

Sold artwork (including sold editions of prints) must be ready for collection by **17.00** on

**THURSDAY 20 FEBRUARY.**

Please bring wrappings both for unsold work and for sold work for your buyers.

No artwork may be left at the HLSI.

##### **For buyers**

Buyers collecting artworks must bring their receipt with them, bought artwork is available for collection between **17.00 - 17.30** on Thursday 20 February. If a buyer is unable to collect between these hours, he or she must make arrangements to collect the artwork from the artist.

#### **TERMS AND CONDITIONS**

A three-part Entry Form must be filled in for EACH piece of work submitted. Up to three pieces of work may be submitted.

All artwork must be ready to hang with D-rings. All work must be offered for sale. Only 2-dimensional work can be accepted. Artwork must be no larger than 4'x4' (122cm x 122cm).

**Fees:** There is no fee to submit work for consideration. The Hanging Fee is £10 per piece of work accepted. In addition, each artist will be asked to contribute £10 towards refreshments at the Private View. A 20% commission is payable to the HLSI on all sales.

**No artwork may be removed before 17.00 on Thursday 20 February.**