

# Lloyd's Art Group Autumn Exhibition 2018

**Monday 22nd - Friday 26th October 2018**  
**Artwork handing-in day: Friday 19<sup>th</sup> October**

Old Library and Lower Concourse  
Lloyd's of London  
One Lime Street  
London EC3M 7HA

You are invited to submit details of up to three pieces of artwork for the Autumn Exhibition by returning the attached form before **midnight, Friday 14<sup>th</sup> September**.

**BEFORE COMPLETING YOUR FORM, PLEASE READ 'LAG Exhibition Notes 2018' ATTACHED.**

The information you provide on your form will be used to create your catalogue entry and labels. Please give limited edition details if applicable or anything else you need to tell us in the Notes space.

Please remember that we cannot not hang pictures more than 95cm wide strictly, including frame.

In addition to 3 main pieces, you may also bring up to FOUR unframed items for the browsers – also greetings cards or books etc. For this you need to complete the separate form, also enclosed, "Browser pictures and miscellaneous", on which you will find further details.

Please return your completed submission form by post to:

Lloyd's Art Group  
Slepe Green  
Slepe  
POOLE BH16 6HS

to arrive by 14<sup>th</sup> September, enclosing your 2018 annual membership fee of £30 if not already paid.  
Cheques payable to Lloyd's Art Group  
Bank transfers to Lloyd's Art Group, Account number: 13627341, Sort code: 60-00-01

There is an ever-increasing number of artists on our books. In the case that applications exceed the exhibition space available, acceptance will be made on a first come first served basis.

**This needs your urgent attention now:**

We require a jpeg image of at least one (though ideally all) of the pieces you will exhibit for your listing in the catalogue - and for consideration as the catalogue cover and exhibition poster.

**As soon as you can**, and certainly **before 14<sup>th</sup> September**, please send high-resolution images to [Susannah@lloydsartgroup.co.uk](mailto:Susannah@lloydsartgroup.co.uk).

We can only consider good quality, high-resolution images for the catalogue cover and posters.

For help see 'Imaging Guidelines' on the website under 'downloads'. Your agreement to the use of your artwork in publicity is respectfully assumed unless you request otherwise.

**2017 dates for your diary:**

September 14<sup>th</sup>: Midnight deadline for applications  
October 19th: Handing-in day at Lloyd's 9am – 5pm  
October 20th: Hanging day  
October 22nd – 26th: Exhibition open  
October 23rd evening: Private View  
October 26th collection of unsold works: 2pm – 5pm

# Lloyd's Art Group Autumn Exhibition Application 2018

Please complete shaded areas and return to us by Friday 14<sup>th</sup> September 2018

**Artist's Name**..... Your tel no. during the show.....

**1 Title**..... Notes.....  
Medium: .....  
Framed size cms: width..... height.....  
Price:.....

For office use:

Sold to: ..... £ ..... Cheque Cash CC

Purchaser tel: .....

Purchaser email: ..... Invoice no:.....

**2 Title**..... Notes.....  
Medium: .....  
Framed size cms: width.....height.....  
Price:.....

For office use:

Sold to: ..... £ .....Cheque Cash CC

Purchaser tel: .....

Purchaser email: ..... Invoice no:.....

**3 Title**..... Notes .....

Medium: .....

Framed size cms: width..... height.....

Price:.....

For office use:

Sold to: ..... £ .....Cheque Cash CC

Purchaser tel: .....

Purchaser email: ..... Invoice no:.....

Name of anyone helping you drop off or pick up:

Might you be delivering by car? YES / NO

## LAG Exhibition Notes 2018

### Membership

To exhibit in the Autumn Exhibition you must be a paid up member of the Lloyd's Art Group, which is open to artists who are current or retired members of the Lloyd's of London insurance community, including the company market and brokers, and immediate family.

### Exhibition submission deadline

You should submit the Autumn Exhibition Application form and fee by midnight on **FRIDAY 14th SEPTEMBER 2018**.

### Delivery of Work

Exhibits are to be delivered to Lloyd's at the lower ground entrance between 9am and 5pm on FRIDAY 19th OCTOBER 2018. Please remember your Lloyd's pass or other proof of identity. You may deliver by car by prior arrangement.

### 2018 Exhibition dates

The exhibition runs from Monday 22nd October until Friday 26th October, 10.30am - 4pm, closing 2pm on the Friday.

### Public Access

The exhibition is easily accessible to everyone who holds a Lloyd's pass. It is not open to the general public on a walk-in basis. However ticketed entry can easily be booked online via a link that we will circulate.

### Private View party

The private view party will take place this year on TUESDAY 23rd OCTOBER. You will receive a batch of invitations and a PDF version to send on to your own invitees. Averagely about ten invitees is a suitable number but please contact us if you wish to invite more – or do not require any. This helps us with planning and cost of postage. We use Eventbrite as our box office.

### Sales and charity donation

All exhibits must be for sale. We cannot accept Not For Sale exhibits. We are proud to support the Lloyd's-recognised charity, the Coombe Trust & Street Souls, and, in taking part, you agree that 20% of any sales made will be donated to this cause. Details of this charity can be found on our website. A further deduction of 5% of sales is taken by the Art Group to help with exhibition costs. Sales made by credit card are subject to a small fee charged by the credit supplier. This charge is borne by the artist. After deductions, bank transfers are made to artists as soon as practical after the exhibition.

### Collection of purchases and unsold work

Small items may be taken 'off the shelf' but purchasers will be asked to collect pictures on the Friday afternoon unless exceptional circumstances would mean a loss of sale in which case we will allow a picture to be taken immediately. Artists must collect all unsold work between 2pm and 5pm on Friday, the last day of the exhibition. There is no possibility of storage after we close so please ensure that arrangements for collection by 5pm are watertight.

### Number of items to submit and sizing

**2D art:** Up to 3 pictures may be submitted; dimensions strictly not exceeding 95cm x 60cm, including frame.

**3D items:** Up to 3 items may be submitted.

You may also bring up to four mounted but unframed pictures for selling from the browser and greetings cards or books etc. You should provide details of these in the 'Browser Pictures and Miscellaneous' form attached. Please email us with details if you are in doubt as to suitability.

### Exceptions and outsize:

**Outsize pieces:** You may choose to submit **one** outsize hanging piece (but then the submission will be restricted to *only this one piece*) as long as its dimensions do not exceed 95cm wide x 1.5m high. Occasionally a very much-oversized item may be considered but it will depend on the amount of other work submitted. Contact us to discuss.

**Miniature paintings:** up to 4 miniatures (max. dimensions including frame 15cm x 15cm) will be counted as one painting.

**Small 3D items** – glassware, wood and miscellaneous items: more than three items may be submitted and the number exhibited at any one time will depend on the space available, at the discretion of the committee. These items may be sold and taken away as the week progresses.

### Photographic art and other reproducible art

We do not hang copies or prints other than media that are intrinsically a copy such as photography, etchings, collographs, lithograph, woodcut etc. in which case they must be limited editions. Please provide limited edition details in all cases. Prints may, however, be entered for selling from the browsers. Digital and photographic entries are subject to acceptance by the committee though other media are not currently juried. Photography should be of artistic not just technical merit.

### Pricing

The minimum price for any picture to be hung is £60. Please price work realistically, considering all your costs.

## Labeling

Artwork should have a label on the reverse giving **title, price, artist's name and phone number**.

## Display of work

We cannot guarantee that we will be able to hang all work submitted. However, we do our best to do so and to represent everyone fairly. There is restricted space and, in view of the fluctuating numbers of artists who apply each year and the fact that we will not know what we are working with until the day of hanging, it is impossible to be more precise. Work not initially hung will be kept carefully behind the scenes and, if practical, will replace work that is sold as the week progresses.

## Catalogue and publicity - images

We publish a colour catalogue including as many images as possible of the artwork displayed. However, this depends entirely on what YOU send us. We will not include poor-quality images. If you are unable to send quality high-resolution photographs please consider paying someone to do that for you. We work very hard to produce an exhibition of very high presentation standards and would be grateful for your part in this.

## Suitability of artwork

**Work must be entirely original, the work of the exhibitor and not previously hung at Lloyd's.**

The committee reserves the right to refuse any work that is considered to be of poor quality or poorly presented or is discovered to be a copy of any other artist's work. The annual fee is not refundable in this case. The committee's decision is final.

## Browser and other items

You may put up to FOUR items in the browser. Work must be unframed and NOT on stretcher frames but should be mounted and smartly protected by cellophane or similar. You should stick a label on the front, right-hand, top corner showing your name, title and price. You may also submit books, greetings cards etc. subject to suitable quality and available display space. These items should be price-marked individually. Please provide details of these in the 'Browser & Miscellaneous Items' form (attached) for clear accounting purposes. You may post this with your application or bring it with you on hand-in day.

For those of you wondering what on earth a browser is, it's one of these....



## Care of items

Whilst every care will be taken of work submitted, it must be understood that entries are entirely at the risk of the exhibitor and claims for loss or damage cannot be entertained.

## Force Majeure

For the purposes of these terms, Force Majeure Event means an event beyond the reasonable control of the Lloyd's Art Group including but not limited to strikes, failure of a utility service or transport network, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors. The Lloyd's Art Group shall not be liable to you as a result of any delay or failure to perform its obligations as a result of a Force Majeure Event. If the exhibition is unable to go ahead or is cut short due to any unavoidable event we regret the annual subscriptions are non-refundable.



## Framing information

**On the back of your picture frame we need you simply to fix a D-ring either side please.**

This works better than wire/string. If you are unable to fix D-rings for any reason or need further information then please email us for help.

Please attach D-rings near the top of your picture but not so close that they show.

Please attach the D-rings to the frame, not the back of the picture itself.

Our hanging system uses descending nylon strings and barrel hooks which hold D-rings very neatly. This ensures the easiest hanging and that the pictures hang flat against the wall.

If the fixings are too low, the picture will flop forward. If we are unable to correct this and the picture hangs forward too alarmingly we will not hang it. If the fixings are too high the wire will show when hanging.

Please do not use frames with moveable clips designed to hold a wire - the clips slip and are very difficult to work with. These are often found on the cheaper frames such as IKEA ones. If you do use these frames please tailor the reverse to include fixed D-rings.

**Please respect strictly the maximum size allowed.** We are unable hang pictures submitted that are even slightly larger than the maximum sizes given because they do not sit flat on the screens we use. To avoid offence being caused, please do not ask us for special consideration.

We will not be able to display work wrongly sized, not ready to hang or badly presented.

Absolutely NO clip frames please.

Each year we have an extremely generous and long-suffering volunteer hanging team who work hard for you all weekend to hang the show beautifully.

Please help by preparing your pictures carefully and strictly according to our requirements.

Thank you very much for your care and concern on these points as it really makes an enormous difference to the team and the overall impression of the exhibition.



