

Please retain for your information

All queries should be directed to Ruth Tuxford on 01724 270835 ex 232 or ruthtuxford@nhs.net

1. The closing date for registration is Friday 29 March 2019.

We cannot guarantee acceptance for exhibits after this date. Registrations are on a first come, first serve basis, please enter the exhibition at your earliest opportunity.

2. Registrations can be made on www.lindseylodgehospice.org.uk and follow "Art Exhibition" link, or by completing the enclosed form if sent by mail. Send completed forms and payment to: Fundraising Team Lindsey Lodge Hospice Burringham Road Scunthorpe North Lincolnshire DN17 2AA.

3. Lindsey Lodge Hospice receives commission on all sales at the event.

Exhibit fees and commissions are:

- £5 per framed exhibit to be displayed, to a maximum of 6 exhibits per artist.
- £3 per large mounted exhibit, £2 per small mounted exhibit, to a maximum of 5 per artist.
- £30 per display board (8' x 4'), one board per artist.
- £20 per table space (6' x 4'), one per artist/craftsperson.
- A commission of 25%, 50% or 100% donation (determined by the artist) will be deducted per exhibit sold, with the balance paid to the exhibitor after the event.

If registration for the maximum number of exhibits is achieved before Friday 29 March 2019, the closing date will be brought forward.

4. Details of displayed works, exhibition entry fees and exhibitor card, should be returned by Friday 29 March. This information will be the basis for artist entry into the exhibition catalogue. Additional artwork will not be accepted at exhibition set up. You will receive confirmation of place and exhibition details by early April.

5. All framed artwork exhibits should be no larger than 80cm x 80cm (32 x 32ins), unframed artwork and mounted photographs should be within Cradle and Table display sizes set out on the Registration Form. Oversized exhibits or those considered too heavy or unsafe to hang will be displayed at floor level.

All submitted artwork must be original.

6. Lindsey Lodge Hospice retains the right to refuse any exhibit deemed to be inappropriate, offensive or poorly presented. If you have any questions about this, please contact Ruth on the above details.

7. Exhibits must be delivered to Scawby Village Hall 17 West Street Scawby North Lincolnshire, DN20 9AS between 9.00 am and 3.00 pm on Friday 12th April 2019. Please follow directional signs for parking and unloading.

8. Exhibits must be delivered firmly strung with picture loops, no lower than one third down, for hanging on a solid screen using an event provided hook (NB Mirror plates and large loops are unacceptable).

In the interests of health and safety and the safekeeping of the exhibits, all wires, string, rings, hooks, etc. must be securely attached to the frame. If an exhibit is displayed framed, the potential buyer should be able to purchase the piece as displayed.

9. Every exhibit should be accompanied by a firmly attached sticker on the reverse, with the artist's full name, title of the work and selling price. The artist is responsible for advising any required changes to submitted exhibit information. Prices and details cannot be changed after Friday 29 March 2019.

10. Works will be kept securely and handled with care but are submitted at the artist's risk.

Lindsey Lodge Hospice and Scawby Village Hall are not responsible for loss or damage to exhibits.

It remains the responsibility of the artist to arrange insurance for their exhibits.

11. Unsold exhibits must be collected from Scawby Village Hall on Sunday 14 April 2019 between 3.00 and 4.30 pm and no later. The receipt given to you on delivery must be presented otherwise your artwork will not be released. Please bring appropriate packaging to collect your artwork as the Hospice is unable to provide this.

12. All sales will be banked by Lindsey Lodge Hospice. Payment, less commission, will be forwarded to artists within six weeks of the end of the exhibition by BACS transfer. All received commission, donations and display charges will fund local community care provided by Lindsey Lodge Hospice, Scunthorpe