

LBAS Exhibition 2023 - Notes, information and FAQs

Please read this document carefully as we hope it will explain the details about this year's exhibition. We hope that all members will enter at least one piece of work and we're looking forward to receiving your submission forms!

Dates to note:

Sunday 10th September: 'Preparing your work for exhibition' session at Gilbert Inglefield School, 2-4.30pm.

This will cover advice and discussion on mounting, framing, costing, pricing, having cards made and other exhibition concerns.

Midnight on Monday 25th September: deadline for **all exhibition entry forms to be submitted** including payment of fees.

Thursday 26th October: day 1 of the exhibition

Daytime- Get in/ delivery of work - **you must be available** to deliver your work to All Saints Church between 11.30am and 1pm. If this time is impossible for you, please arrange with another artist to drop it off for you - if you need help with this, please ask us or drop a message on the WhatsApp group.

Evening, **private view and opening party** from 7.30 to 9.30pm - please invite your family and friends, the more the merrier! Our guest of honour to open the exhibition this year will be Harry Potter and Willy Wonka and the Chocolate Factory star Rusty Goffe.

Friday 27th October: day 2 of the exhibition

All day show in the church 9-5

Saturday 28th October: final day of the exhibition

All day show in the church 9-5

5pm dismantle the show and restore the church furniture - **you must be at the church to help** with this.

Submissions

We have increased our membership considerably this year and this has meant that we have had to restrict the number of entries - we were completely full last year!

As a member, you may enter -

Up to **6 pieces of work for display** on boards and the pews including 2 reserved pieces.. The fee is £3 per item for the first 4 items (the 2 reserve pieces will be free).

Up to **6 portfolio pieces** of work. These will not be on pews as last year, but in browsers placed around the screens and pews. The fee is £1 per item.

Monthly competition winners - if you are one of these talented people we will contact you to see if you'd like to display these pieces. They will be hung (free of charge) and will not count as part of your entry allocation.

All Saints Church related work - any work based on All Saints will also be displayed (free of charge) and will not count as part of your entry allocation.

Rusty Goffe portraits section - ditto, these will also be hung (free of charge) and will not count as part of your entry allocation.

Greetings cards. These are unlimited and will be displayed in tabletop stands and rotating displays.

We would like to make as many pieces available for sale as possible. But if you like you may mark up to two of your pieces as not for sale. If you wish to include these in your entries please write 'NFS' in the price section for those works.

Presenting your work

Hanging pieces must be ready to hang, with D-rings and string/ wirw on the back so that they can be put on hooks to display. Frames should be sturdy and secure. We may refuse to hang work that do not have the correct fittings (for example some photo frames have inadequate fixings)

Pieces on paper should be either framed for hanging or mounted and wrapped in cellophane for browsing. Please use sustainable cellophane if at all possible.

All work, including greetings cards, must be clearly labelled on the back with your name and price. This is in addition to front labels which the Society will be providing

You can find out more about this at our **information session on Sunday 10th September** at 2pm at Gilbert Inglefield School.

All work is exhibited at the artist's own risk. Whilst all care will be taken, neither Leighton Buzzard Art Society nor All Saints Church can accept liability for the loss of, or damage to any items exhibited. Members may wish to insure their work for the exhibition period.

Stewarding and assistance

This is a big show and a key community event, and we need to ask for everyone's help to make it happen. The entry form will ask that you take part in the setting up and running of the show. The jobs are varied - collecting the display boards, shifting the church chairs, setting up boards and easels, being present during the show, interacting with visitors, staffing the sales desk, membership desk, raffle desk, children's activities etc.

We would also like to ask a few members to draw and paint in the church during the exhibition so that visitors can see some art in progress.

We ask that you photograph at least 2 pieces of your work (before framing it) as we are compiling a record of members' work. Some of these may be used on social media for promotional purposes.

We will also be running the hugely successful raffle, so we will be asking for contributions of wine and hamper items for this nearer the time.

Pricing

LBAS will take 20% of all income (including greetings cards and prints to order) as commission in exchange for running the exhibition. Please make sure that you factor this in when pricing your work.

Everyone finds it hard to price their work! You need to make sure that you have included at least a contribution towards the materials used, the time you spent making it, framing costs, exhibition fees and commission. Don't undersell your work and your talent!

As a general rule of thumb, the average sale last year was around £40-£50 per piece (please note, this includes prints as well as original pieces). We recommend that minimum prices should be £25 for framed work and £15 for portfolio pieces.

Portfolio pieces should cost the same price as a framed piece, minus the cost of the frame.

Entry forms

We have tripled the number of members in the last three years, which is fantastic! As a result, we have to streamline and automate our systems and **we will be changing the entry forms this year.**

To enter work, please use **two forms**:

One asks you for details about you (your bank details for payment, your stewarding sessions etc): you can see that at <https://forms.gle/u7KiCwPx3kqAsWRW7>

The other asks about each artwork you are submitting, and you need to fill this in several times if you are submitting several artworks - it is very short though! You can see that at <https://forms.gle/6iLCrjdqj9a2NtyPA>

To enter the exhibition, please **make sure you have done these three things by the 25th September deadline:**

- Completed the personal information form
- Completed a form for each artwork you're entering
- Paid the entry fees

Please make sure that you **press submit** at the bottom of the forms, otherwise we won't receive your lovely entries! You'll receive a copy of what you entered by email after you press submit - if you don't receive an email, please check back because we might not have received your entry.

If you have problems accessing online technologies and are struggling to complete the forms or make payment online, please let a member of the committee know. We will arrange a time to meet with you in person and you can pay by card and we will complete the form with you.

Greetings cards

You may sell greetings cards at the exhibition - there is no entry fee but 20% commission will be charged on sales.

All cards must be labelled with the artist's name and the price.

You will probably want to wrap your cards in cellophane - please use sustainable packaging if at all possible.

Cards will be sold at **3 fixed price points**: £3, £5 and £10. Please bundle your cards to fit one of these points e.g. one card for £3, one hand painted card for £5, four cards bundled for £10.

When you arrive with your work on Thursday, we will make a note of the number of cards you are bringing with you. Please make sure that you are prepared for this - it would help if you have already counted them.

Plagiarism and original, current work

We do not condone plagiarism and will ask you to confirm that the work you submit is your own original work and not copied from other artists.

We want the exhibition to reflect our members' current work and entries must therefore have been completed within the last two years.

We do not accept photographs as pieces in the exhibition as Leighton Buzzard has a thriving Photographic Society with opportunities for showing this work.

Publicity and social media

We ask you to submit photos of your work and write a couple of sentences about you and your art, so that we can use it to publicise the event, including on social media. If you would prefer not to be included in this, simply ignore these sections of the entry form.