



LEICESTER SKETCH CLUB ANNUAL EXHIBITION 2026

CONDITIONS OF ENTRY AND PROCEDURES (Please retain this for future reference)

Location: The Old Library Café & Galleries, Leicester Adult Education College,
50-54 Belvoir Street, Leicester, LE1 6QL

Key Dates:

Closing date for entries: Sunday 27th September

Handing in of works: Tuesday 27th October 3.00 – 4.00pm

Collection of works: Wednesday 25th November from 2.00 – 3.30pm

EXHIBITION DATES: Friday 30th October to Tuesday 24th November

LAUNCH: Thursday 29th October 6.00pm – 8.00pm All Welcome

OPENING TIMES: Monday to Thursday 9.00am - 8.30pm, Fridays 9.00am – 3.30pm
Saturday opening to be advised

Members may submit up to three original works for the exhibition. We would prefer that the work has not been exhibited before in Leicester but this is permissible, and it should reflect your current practice. Browsers and cards will not be accepted for display due to logistic issues. Diptychs/Triptychs must be in one frame. If one of your works exceeds 110 x 110 cm, other works must be smaller.

Fees and Charges

The hanging fee is £10 per first work, £15 for two works and £20 for three works.

Please pay by BACS, details are on the application form.

Please ensure to include the reference (EX plus your family name) on your payment.

There is a commission fee on all items sold during the exhibition of 25%, paid to Leicester Adult Education, so please consider this in your given price – please get in touch if you would like guidance on pricing your work.

The minimum selling price for which a work hung in the exhibition may be offered is £80.

The entry form should be sent to: **Kim Hall, Grange Farm. Knaptoft, Lutterworth LE17 6NP**. If you are paying with a cheque please include it with the entry form, made payable to 'Leicester Sketch Club'.

No work hung in the exhibition may be removed before the close of the exhibition. LSC will encourage the buyer to collect their purchased item/s at the close of exhibition, unless it is felt that the sale would be lost without taking the piece at the point of purchase.

Payment

The Club will receive the payment from the buyer, subtract the commission which will be sent to Leicester Adult Education, and then forward the balance to the artist within one month of the close of the exhibition.

Copyright and Publicity

The copyright of all work belongs to the artist at all times. The artist must previously inform the Committee if any reproduction licences/permissions are required, as the work may be photographed during the exhibition for promotional purposes. The artist will be credited whenever any work is

exhibited in public, or when an image of the work is published. Copies of other artists' work in any form will not be acceptable. The Leicester Sketch Club reserves the right to photograph any selected exhibits and use these images for publicity purposes only. If you do not give your consent to this, please advise the Exhibition Team prior to the Exhibition opening.

Framing

All work must be framed or presented in a professional manner and have mirror plates attached for security reasons. Mirror plates can be found in most DIY or hardware stores. **They should be evenly placed midway on either side of the frame**, and mounted in such a way that the work can be securely attached flat to the wall. Please also avoid using excessively small mirror plates unless the frame is also narrow. Works without mirror plates attached may be rejected. Please enquire if unsure. Do not use cord to hang your works.

Presentation must be of a good standard ie. no clip frames. Sub-standard framing will result in the rejection of the work.

Labels

One stick-on label must be put on the back of the work giving the artists name, title of work, medium and selling price (or NFS if the work is not for sale)

Also one tie-on label on a length of string (approx. 30 cm) that will hang over the front of the work, with the same information. (Please attach with sticky tape near the top so it can be removed easily. DO NOT tie to the mirror plates).

Each work must be marked 'Top' on the back if not obvious. No wet work may be submitted.

Handing in/ Collection

There is pay and display parking nearby on Wellington Street.

On arrival, please unpack your work and take the packaging away with you. At the close of the exhibition it is imperative that work is collected during the collection periods as there is no storage facility with the venue. Buyers will be given a contact at LSC in order to make purchases during the exhibition and we will notify you if your work has been sold. The Club will ensure that sold works are packed ready for collection by purchasers at the end of exhibition collection day.

Exhibitors are asked to volunteer for one period of exhibition manning if possible (2 hour slot) and we would appreciate some members making some nibble food for the launch.

Insurance: Works are exhibited at the risk of the owner. While all reasonable safeguards will be taken to protect work, members are advised to make their own insurance arrangements. If work is not collected on time after the exhibition has been taken down, the Club will make reasonable efforts to store the work safely but the owner of the work may be liable for any loss/damage/ storage costs that might occur.

Prizes: The Launch Prize (£50) will be selected by Members of the Club and their guests on the day of the Launch. The Bryan Ward Prize (£50) awarded for an outstanding work by a new member of not more than five years will be selected by our opening night guest. Please tick the box on the entry form if you are eligible to enter for this prize.

The People's Choice prize (first prize £50, and two runner-up prizes of £25) is awarded for the work that gets the most votes from members of the public visiting the exhibition.

Space at the exhibition is at a premium and while the committee will endeavour to include all eligible entries there is no guarantee any particular work or works submitted will be exhibited. The Leicester Sketch Club committee is solely responsible for the selection of work for the exhibition and hanging all work. The committee will curate and install the exhibition; the positions chosen for the works will not be negotiable.