



Lay Members' Day 2018

Saturday 19th May 2018 : 10.00 am - 4.30 pm

Imperial College, Huxley Building, 180 Queen's Gate, London SW7 2AX

LAY MEMBERS' EXHIBITION - RULES FOR ENTRANTS

Closing date for receipt of entries is Friday 20th April 2018

1. Each entrant must be a paid up SSI Lay Member. Entries are limited to one per person per category and be no larger than A2 size.
2. **The entrant's name and address must be clearly written in BLOCK CAPITALS on the back of the work and on ALL packaging**, even if you wish to remain anonymous in the exhibition.
3. Entries will be displayed with your name (unless requested otherwise) and materials used. Your entry may be included anonymously in the slide commentary.
4. Entries should adhere to one of the set projects.
5. 2-D entries should be mounted but **UNFRAMED**. Textile hangings may be rolled into a postal tube with some paper-like backing fixed to the piece to which White-Tac can be attached. Entries should be securely packed. It is essential to protect your work so that it cannot be bent or damaged in the postal system. Please sandwich your work between two rigid boards (e.g. foam board or mount board), make the packaging simple to unpack, and label all packaging items. Your name and address should be written on the back of the package. The utmost care will be taken of your work but liability cannot be accepted for any loss or damage that may occur in transit. The SSI is unable to insure your work at LMD but there will be volunteers supervising the exhibition throughout the day. Please ensure you include sufficient return postage and specify whether you wish particular carriage on return - e.g. recorded delivery, special delivery etc.
6. If you wish to be notified of your entry's safe receipt, please enclose an s.a.e. or an email address.
7. If you wish to deliver your entry in person, please email first. Packaging must be as above.
8. Closing date for receipt of entries is Friday 20th April 2018. Late entries cannot be accepted.
9. UK entrants: If you would like your work to be posted back to you after the exhibition, please enclose sufficient postage and a large self-addressed label with your entry form.
10. Overseas entrants: Do not declare a value for customs on your entry or it may be held by Customs in the UK pending your payment of local tax. This can be a long and frustrating business. Your customs declaration should state, "Artwork for Amateur Exhibition to be returned to sender. No Value/Not for Sale". Please arrange for work to be returned to a UK contact address (see 9 above), or email or write to the address below with details of alternative prepaid return.

(NB: International Reply Coupons are intended for standard airmail letter and present difficulties for international parcels).

SEND YOUR ENTRIES TO:

Gwyneth Hibbett, 1, Norfolk Road, Barnet, Herts, EN5 5LS

gwyneth.hibbett@btconnect.com