



# Lay Members' Exhibition

## RULES FOR ENTRANTS

1. You must be a Lay Member of the Society and have paid your subscription for the year in which the Exhibition takes place.
2. Entries are limited to ONE per person per category and must be no larger than A2 except by prior arrangement with the Exhibition Organiser.
3. Your name and address must be clearly written in BLOCK CAPITALS on the back of the work and on *all* packaging, even if you wish the work to be anonymous in the exhibition.
4. Entries should adhere to one of the set projects. A *short* colophon, where appropriate, may be included, but any other material may result in the work being excluded from the exhibition. Entries must also give primary emphasis to the set text or design.
5. 2-D entries should be mounted but unframed. In the case of a textile hanging (which may be rolled into a postal tube), there should be some paper-like backing fixed to the piece to which Velcro dots can be attached. Entries should be packed securely in a padded bag or sturdy flat package. It is essential to protect your work so that it cannot be bent or damaged in the post. Please sandwich your work between two rigid boards (e.g., mount board, foamcore board, etc.), 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 on the day of the Exhibition, but there will be Lay Member volunteers supervising the exhibition throughout the day.
6. If you would like to be notified of the safe arrival of your entry, please either enclose a stamped, addressed envelope that can be posted to you, or indicate on the Entry Form if you would like to receive this information by email.
7. If you would like to deliver your entry in person, please telephone or email the Exhibition Organiser first. Your entry should still be suitably packed as above.
8. The closing date for receipt of entries will be announced on the Entry Form for the Exhibition. Late entries will not be accepted.
9. If you live in the UK and would like your work to be posted back to you after the exhibition, please buy an extra set of stamps and put them in a separate envelope together with a large self-addressed label, and include this 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 with details of alternative prepaid return to the Exhibition Organiser, whose address will be on the Entry Form for the Exhibition. (NB International Reply Coupons are intended for standard airmail letters and present difficulties for international parcels.)

**NOTE:** Contact details for the Exhibition Organiser, and an Entry Form for the Exhibition, may be found on the Society's website [www.calligraphyonline.org](http://www.calligraphyonline.org)