

LONDON COMMUNITY ARTISTS 2025 SPRING ART SHOW

Submissions are now being accepted for the London Community Artists 2025 Spring Art Show. Please read the following important information, and then go to our website at www.londoncommunityartists.ca to enter. You will find a new tab for SPRING ART SHOW – Brushstrokes for Children. You have until March 18th to submit your entries.

Everything you'll need to know about the show, what you need to do, and how to do it are contained in this message. Please ensure that you read it, as tags to attach to your artwork on delivery are included.

LOCATION - The Collider

2544 Advanced Avenue, London ON (**enter address into your GPS*)

The Collider is located in the Research Park for Western University and Fanshawe College located near Bradley Avenue and Veterans Memorial Parkway. Go east on Bradley from the corner, and turn into the Research Park on your left. Go to Advanced Avenue and turn left again - the building will be located on your right. Free parking and entrance is in the rear.

THEME: The theme for this show is **Brushstrokes for Children**, and it is a fundraiser for the Children's Hospital at LHSC

DATES:

Wednesday, April 2, 2025	4 pm – 7 pm	Drop off Artwork/ Gridwall and Easels
Thursday, April 3, 2025	9 am – 2 pm	Show set up
Thursday, April 3, 2025	5 pm – 9 pm	Exclusive show for LHSC Employees & Donors (LCA artists welcome)
Friday, April 4, 2025	10 am – 8 pm	Open to the public
Saturday, April 5, 2025	10 am – 5 pm	Open to the public (* pick up/ take down begins at 5:30 pm)

Eligibility: All LCA members are welcome to submit artwork for this show. Those submitting art to the show are expected to volunteer to assist in the show and exercise extreme care in handling all artwork.

Entries for this show will be accepted from **4:00 pm Tuesday, February 25th until 4:00 pm on Tuesday, March 18th** Entries received after this time will not be accepted.

There is no charge for entering this show, but 20% of the sale price will go to the LHSC Foundation. Please factor this in when setting the price for your artwork on display.

Submission limits: Members may submit 6 (six) entries into the show, however as this is our first show at this location, some pieces may be held in reserve depending on space limitations.

FOR PIECES OVER 24" IN WIDTH, MEMBERS MUST SUPPLY THEIR OWN EASEL

Sales fees: London Community Artists will NOT be taking a commission on sales. The total sale price, less 20%, will be paid to the artist by London Community Artists. LCA will cover credit and debit card fees charged by Square for payments. LCA will forward 20% of the total sales to the LHSC Foundation.

Pricing: London Community Artists do NOT collect HST. Each artist is responsible for remitting any and all applicable taxes. Please price your work accordingly and remember to include the 20 % donation to LHSC.

Identification Labels: Prepare labels in the following format and tape them to the back of your art. When dropping off your artwork we need to ensure that every piece is clearly identified. It is also recommended to write the title and artist name on the back of your work in addition to the label (in case the label falls off).

Entry 1 Title: Artist: Medium: Price: \$	Entry 2 Title: Artist: Medium: Price: \$
Entry 3 Title: Artist: Medium: Price: \$	Entry 4 Title: Artist: Medium: Price: \$
Entry 5 Title: Artist: Medium: Price: \$	Entry 6 Title: Artist: Medium: Price: \$

Artist Profile: We will have a binder at the show with a page for each artist's profile (Bio). Please update and attach a printout of your artist profile. You can do this at the March meeting of LCA, or you can send it to website@londoncommunityartists.ca This will ensure that the show profile book is current and specific to the show. If you do not submit a printout, your profile from online will be printed and used. If you do not have a profile page on the LCA website, you will not have a page in the binder.

Other Entry Rules:

The art submitted by artists is at their own risk. Please be assured we will take extreme care in handling all artwork, however London Community Artists will not be responsible for damage that may occur to art during the show.

The Show Committee may refuse entries that may be offensive, or unprofessionally framed or packaged. The LCA Code of Conduct will be adhered to.

Display pieces only: Members may submit artwork that is not for sale, but all fees and rules still apply. (Enter **Not for Sale** as "Price" on art labels.)

Judging: Artwork will not be judged, and ribbons will not be awarded for this show.

End of show pickup of unsold artwork:

Members MUST pick up all unsold artwork at the close of the show on Saturday, April 5th, at 5:30 pm or notify Bill Stephens (partnerships@londoncommunityartists.ca) in advance as to who will be picking up on their behalf. LCA is not responsible for artwork not picked up.

Denise Donais will be arranging volunteers for various committees required to run a show of this size. Your assistance in making this show a success is crucial. Please see the attached document from Denise detailing Team Responsibilities. You can indicate your interest in working on any team by replying to

ddonais12@hotmail.com

Team Responsibilities: LCA 2025 Spring Art Show and Sale Brushstrokes for Children

Art intake team:

- art work and easels will be accepted through the front door adjacent to the main parking lot (grid wall through the lower level's back door)
- Wednesday prior to installation, refer to printed spreadsheet supplied by treasurer
- Wall labels need to be divided into 3 groups (By artist last name: A-H, I-S, T-Z),
- Create large table top signs labelled with alphabet groupings for efficient queues
- Sort the spreadsheet alphabetically by artist last name
- Divide the spreadsheet into 3 so that artists line up in 3 lines, (By artist last name: A-H, I-S, T-Z),
- Prepare a large amount of small green masking tape rolls ahead of time to use and secure to the back of the label. Press onto the back of each piece. Consider using 2/label
- Verify labels for each submission - matching what is on the back of the artwork, with the labels for display and the spreadsheet information. Use a ruler and pen to record acceptance
- Store everything on provided tables and reserve pieces in provided room(s) depending on venue's capacity until the installation

Grid Wall Management team:

- with gratitude members of LCA acknowledge the generosity of those who donate the use of their personal gridwalls for this event
- **grid wall delivery and reloading will take place through the lower-level back door of the venue
- assistance from able bodied members or a family member are needed and appreciated to help unload grid walls from vehicles during Intake and Take down. Some gridwalls have feet that need to be mounted upon arrival/dismantled.
- indicate which timeline your assistance can be provided

Installation Team:

- The Western Research team has volunteered to do this!

Greeters Team:

- Welcome guests and ask them how they heard about the show,
- Track responses on the pages provided, this gives us attendance data,
- Tell guests that the volunteers wearing bright buttons circulating the show will provide assistance and answer questions
- Encourage them to browse both floors
- There should be 2 greeters per shift
- On Friday and Saturday mention the two food trucks outside

Customer Assistance team

- Wear your LCA name tag and bright ASK ME buttons. Pick up at the sales desk and replace at the end of your shift

- Circulate in the facility (both floors) and survey customers, being on the lookout for anyone who may want help or have questions. Since this venue has 2 floors, preferably 1-2 volunteers on each floor. Consider rotating floors halfway through your shift.
- **There is an exit door in the back on the lower floor. Be aware of the items exiting that door at all times.
- Take down art being purchased along with the display label, and deliver to sales,
- The tag will stay at the sales table while the purchase is processed and the art is wrapped,
- Fill in empty grid wall space with art stored in the reserve room if possible

Wrapping team:

- When a piece of art is being purchased, the customer assistance volunteer will deliver it to the wrapping table
- Wrappers should remain near the wrapping table and securely wrap art that is purchased in brown paper
- Use a sticky note to place the name of the purchaser OR the title of the painting/artists name to avoid mix up
- Hand the wrapped art back to sales desk or customer assistance volunteer

Take down team:

- Wait 30 minutes after closure to take down art and dismantle if there are still patrons in the venue. Bill will indicate when it's appropriate to begin to take art down
- Many of the artists may take down their own art, place art left carefully on the floor along the walls,
- Detach the gridwall panels, (wire cutters needed for plastic tie removal if possible)