

LONDON COMMUNITY ARTISTS 2025 NOVEMBER ANNUAL SHOW & SALE – INSTRUCTIONS

Submissions will soon be accepted for the London Community Artists 2025 November Art Show. Carefully read the following important information, and then go to our website at www.londoncommunityartists.ca to enter. You will find a new tab: ART SHOW.

Everything you 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 at intake are included.

LOCATION:

St Anne's Anglican Church Hall
1344 Commissioners Road West, London ON N6K 1E1

DATES:

WEDNESDAY, NOVEMBER 5, 2025 (3pm-5pm – drop off artwork/gridwalls and easels) Gridwall setup
THURSDAY, NOVEMBER 6, 2025 (5pm-8pm)
FRIDAY, NOVEMBER 7, 2025 (10am - 8pm)
SATURDAY, NOVEMBER 8, 2025 (10am - 5pm)
SUNDAY, NOVEMBER 9, 2025 (10am (private) 11am – 4pm)

Eligibility: Members in good standing of the London Community Artists are eligible to submit art for the show. All members submitting art to the show **MUST** volunteer to assist in the show and exercise extreme care in handling all artwork. Consider the expectations of our loyal patrons when selecting your entries.

Deadline for registration: Submissions and entry fees to the show will be accepted from **9:00 pm Monday September 8, until midnight, Wednesday, October 1, 2025**. Late submissions will not be accepted.

How to submit: The Submission Form will be available online in the LCA members area, under ART SHOW. You can register for the show as soon as the link becomes active. [Password for the Members Only section: 75Artists](#)

As there will be no application fee this year, **there are still square inch entry fees**. Note the calculation for this on page 2 of this document. Fees need to be paid via e-transfer to treasurer@londoncommunityartists.ca, or mail a cheque to: LCA c/o Joan Hall, Treasurer, 1938 Duluth Crescent, London, ON N5V 1H7. If you choose to pay by cheque, mail it early so that the cheque reaches the treasurer before the deadline.

Once the submission has been entered, no changes will be permitted nor fees refunded.

Submission limits: Members may submit 5 (five) entries into the show subject to the size restrictions specified below. Once the maximum of 5 entries is reached, 1 (one) additional piece may be submitted

to be held in RESERVE. Reserved pieces will be selected based on one that fits the newly available space. It is the goal to have all the reserved entries out onto the showroom as soon as possible.

Art Categories - original 2D works only:

Framed Art - Ready for hanging (framed/wrapped canvas/laminated/etc. in a professional manner). Canvases do not have to be framed. Pieces **MUST** be wired on the back for hanging. Serrated-edge hangers are NOT acceptable. Consider wrapping the ends of the exposed wire tips with tape to help prevent scratches.

Matted Art - Matted work should be matted using archival materials ready for framing and must be shrink wrapped or in crystal clear plastic bags ready for display. Place a hanging tab on the back of the wrapped art.

Calculating your number of entries: A total maximum of 5 (five) pieces within the size restrictions specified below, may be submitted.

- First, multiply the length x width of your piece to get your square inch total. Measurement to include the frame (if framed).
- Then refer to the chart below to determine how many entries your piece counts for.

Square inches	Number of entries
700 sq in or less	1 entry
> 700 sq in to 1200 sq in	2 entries
>1200 sq in to 2000 sq in	3 entries
>2000 sq in to 3500 sq in	4 entries

Examples:

A 26x26 inch piece is 676 sq inches, so this would count as 1 entry. (less than 700 sq in)

A large 50x50 piece (2500 sq in) would count as 4 entries. You could then also enter a smaller piece of 700 or less sq in which would count as 1 entry. Total 5 entries. Use the same square inch formula to calculate the entry fee for the RESERVED piece. Bring a piece of flat cardboard to safely stack your one reserved piece. Reserved pieces will not be included for consideration by the judges.

If you are entering a diptych (2) or triptych (3) sold together that make up one picture, then lay them out with 1 inch between pieces and measure the perimeter of the pieces.

Submission fee: There will be **no application entry fee this year only**, to be revisited in 2026.

Square inch fees: Square inch entry fees are **\$4.00 for each piece, including the one RESERVED piece**. Refer to the chart provided. The online submission form will calculate this for you.

Please note that art which counts as multiple entries, due to size, will cost 2, 3, or 4 times the applicable entry fee. I.e.: A piece that counts as 2 entries will cost \$8.00; a piece that counts as 4 entries will cost \$16.00.

Sales fees: London Community Artists will be taking a 15% commission on all sales. The total sale price, less 15%, will be paid to the artist by London Community Artists. LCA will cover credit and debit card fees charged by Square for payments.

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: \$	RESERVED PIECE – bring a piece of cardboard 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 with your submission when dropping off your artwork. 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.

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 15% commission.

Delivery of art to the show - Wednesday, Nov 5, 2025

Art will be accepted Wednesday, November 5 at the venue, between 3 pm and 5 pm. Please ensure the art is fully dry, ready to hang with appropriate wire hangers and labels securely attached. Artwork not received by 5 pm on Wednesday, Nov 5 will not be exhibited. No refunds will be issued if the deadline is missed.

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.

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: Judging will take place on Thursday, November 6th prior to the Grand Opening. Reserved pieces will not be eligible.

End of show pickup of unsold artwork:

Members MUST pick up all unsold artwork at the close of the show on Sunday, November 9, at 4:15pm, once all patrons have exited, or notify the show convener, Denise Donais in advance as to who will be picking up on their behalf. LCA is not responsible for artwork not picked up.

Important Dates:

Wed. Oct. 1 midnight: Submissions Deadline

Wed Nov 5, 3 - 5 pm: Art Drop off: Gridwall, easels drop off. Gridwalls to be setup in showroom positions

Thursday Nov 6: artwork set-up starting at 9am

(Judging in the afternoon)

Grand opening: 5pm to 8pm

Friday Nov 7: 10am to 8pm

Saturday Nov 8: 10am to 5pm

Sunday Nov. 9: 10am (private) 11am-4pm

4:15pm: art pickup and dismantling of gridwalls. Cleanup.