

# A LETTER IN MIND



The National  
Brain Appeal  
Funding advances  
in neurology and  
neurosurgery

NEURO  
MUSCULAR  
STROKE INJURY  
BRAIN EPILEPSY  
DEMENTIA TUMOUR  
PARKINSON  
MIGRAINE  
SPINAL  
MULTIPLE  
SCLEROSIS

## CONDITIONS OF ENTRY

The exhibition is open to all artists, illustrators, designers and crafts people aged 18 or over on 1 November 2020. Students may enter and artists working in any medium may enter. All artists agree to be bound by the Conditions of Entry.

### SUBMISSION PROCEDURE

Please note that you must have completed the online registration form before submitting an artwork. Artists are invited to donate one (max two) artworks on envelopes of their choice. Due to COVID-19 we are unable to supply envelopes currently. If you would like an envelope please email [letterinmind@nationalbrainappeal.org](mailto:letterinmind@nationalbrainappeal.org) and we will post an envelope as soon as The National Brain Appeal office re-opens.

Please ensure your submission includes the following:

- Biography/statement for buyer (300 words max)
- Please state title, medium and size of artwork
- One (max two) artworks donated to The National Brain Appeal on/in an envelope of your choice (or pre-supplied)
- All artwork must be original and created specifically for *A Letter in Mind – Everyday Things*
- No artwork may be larger than 40cm in any direction
- The artwork should not be signed on a 'front facing' view of the work to preserve the artists' anonymity before sale
- All artworks must be accompanied by a signed certificate of authenticity which can be downloaded and printed. If you do not have a printer please email [letterinmind@nationalbrainappeal.org](mailto:letterinmind@nationalbrainappeal.org) and we will post you a certificate as soon as the The National Brain Appeal office re-opens.

Please ensure that each artwork is self supporting as each work will be positioned on a shelf against the wall (ie. please add card or stiffener to the envelope artwork)

### SUBMISSION CONDITIONS

- By agreeing to the Conditions of Entry the artist confirms that the work will be available for exhibition and sale in November 2020 at [gallery@oxo](mailto:gallery@oxo) in London
- All exhibited works will be priced the same – at no more than £100. The artist understands and agrees that all proceeds from the sale of the work will go to The National Brain Appeal
- If the donated work remains unsold at the end of the exhibition it will become the property of The National Brain Appeal (with the exception of any withdrawn works). The National Brain Appeal reserves the right to return any unsold works from six months after the exhibition ends.

- Artists agree that their artwork will be exhibited and sold anonymously and that the buyer of the work will be told the artist's identity after their purchase
- The National Brain Appeal reserves the right to choose which artworks are included in the exhibition

### INADMISSIBLE WORKS

Work that does not fit within the Conditions of Entry will not be admissible and will not be considered for exhibition.

Please note that the following will also be inadmissible:

- Copies of works
- Works that are in breach of copyright
- Works that have been previously exhibited
- Works that contain noxious or toxic substances, are flammable below 50°C or incorporate dangerous electrical equipment
- Artists are reminded that all work submitted must conform to standard health and safety standards and regulations.

### LIMITATION OF LIABILITY

The National Brain Appeal shall have no liability whatsoever for any loss, damage or destruction (including loss of profits or any other consequential loss, indirect or incidental losses) to, or relating to, a work of art donated to the charity. However, The National Brain Appeal shall use all reasonable skill in all circumstances in handling artists' works.

The National Brain Appeal reserves the right to deny admission or withdraw a work from the exhibition if for any reason the work, or any circumstances surrounding the display of the work, appears to The National Brain Appeal to expose it to risk of legal proceedings. In this case, The National Brain Appeal will ask the artist to collect or arrange collection of the artwork from its offices.

If posting the artwork, it is highly recommended that the exhibiting artists insure their works of art for the sales value of £100.

### PHOTOGRAPHY AND COPYRIGHT

By entering The National Brain Appeal's Exhibition *A Letter in Mind – Everyday Things* each artist confirms that they hold all intellectual property rights in the work and that they have obtained prior written approval for the use of any third party copyrighted material contained in the submitted work.

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## CONDITIONS OF ENTRY CTD.

Artists will allow the work to be photographed and reproduced for the purposes of promoting and raising funds for the exhibition including; catalogue, press and publicity and websites in all territories. Copyright of all works remains the property of the artist. Any enquiries for copyright will be referred to the artist.

### KEY DATES FOR 2020

Final deadline for submission: Fri 25 Sept

Exhibition dates: Thur 5 Nov to Sun 8 Nov

Private View date: Wed 4 Nov

### CHECK LIST FOR ENTRY\*

1. One (max two) artworks on/in an envelope no larger than 40cm in any direction
2. The artwork is not signed on a 'front-facing' view of the work
3. Instructions on how the artwork is to be displayed in the exhibition (optional)\* and medium of artwork
4. Signed certificate of authenticity
5. Biography/statement for buyer (300 words max)
6. Completed online entry form and conditions of entry are read and ticked
7. If you would like to provide your own image of your artwork for online display please use the spec below and send to [letterinmind@nationalbrainappeal.org](mailto:letterinmind@nationalbrainappeal.org)  
300dpi web ready JPG, Width:810px by Height:670px, RGB Colour breakdown, 72dpi, No bigger than 500kb

### DELIVERY AND FRAMING

The delivery of the work to the charity is the responsibility of the artist. Please do not frame the works. The National Brain Appeal reserves the right to exhibit the works unframed.

### DELIVERY BY HAND

The National Brain Appeal office is currently closed. If you would like to deliver artwork in person, please email [letterinmind@nationalbrainappeal.org](mailto:letterinmind@nationalbrainappeal.org) and we will be in touch to let you know when the office is open. When delivering in person to the charity, all artworks should be delivered with a signed certificate of authenticity.

### DELIVERY BY POST\*\*

Works may be posted at artist's own risk. We would advise special delivery in a hard-backed envelope. Please do not post any artwork until you have been contacted by The National Brain Appeal to confirm that the office has re-opened.

### EXHIBITION

All artists whose works are selected for exhibition will be invited to a private view in November 2020. If your artwork is not included we will let you know. Artists are responsible for paying all travel costs and expenses incurred if they wish to attend the exhibition or private view.

### HOW WE USE YOUR DATA

The General Data Protection Regulation (GDPR) came into force on 25 May 2018. The benefit of the new rules is that individuals have more control and choice over how their personal data is used. To keep you informed by email about *A Letter in Mind* as well as other events and fundraising activities we will need your express consent. By agreeing to the terms and conditions, you agree to be contacted by email by The National Brain Appeal. You can change your preferences and unsubscribe from these emails at any point.

To see our full Privacy Policy please click [here](#).

### AGREEMENT TO TERMS AND CONDITIONS OF ENTRY

By entering The National Brain Appeal's Exhibition *A Letter in Mind – Everyday Things* artists are agreeing to all of the above Conditions of Entry.

\*If you would like your artwork to be displayed in a specific way (e.g. portrait or landscape) then please include a detailed note or a photograph of how it should look. If you seal the artwork in the envelope and would like it to be for the buyers' viewing only, you must inform us, otherwise we will assume the envelope is to be opened and the contents to be displayed.

\*\*Please note that ALL import duties and postal charges for submission of artworks are the artist's own responsibility. The charity will be unable to pay extra postage or import taxes due on international works received in the UK.