

39th Annual Open Exhibition 2024 - Terms & Conditions for Entry

EXHIBITION DATES: 8th November - 21st December 2024

APPLICATION DEADLINE: Saturday 5th October, 4pm

OPEN EVENING: Friday 8th November 7-9pm. All are welcome

EXHIBITION SCHEDULE:

1st Selection Notifications: Friday 25th October

Handing in Days: Friday 1st November (10 am to 4pm) & Saturday 2nd November (10 am to 1pm)

2nd Selection & Award Notifications: Thursday 7th November

Collection Days: Friday 3rd January & Saturday 4th January 2025 (10 am to 3pm)

Gallery Opening Times: Tuesday to Saturday 10 am to 4pm

Please note these dates in your diary. All works must be handed in and collected on the dates/times as stated. For alternative arrangements please contact the gallery

PRIZES & AWARDS

Judging is carried out by an independent panel of three artists and a local business owner for the Business Award. Best in Show receives a cash prize. All award winners will receive a certificate award

Best in Show Award - nominated by a panel of all three Judges

Highly Commended Awards - nominated by each individual Judge

Business Award - nominated by a Business Judge

ENTRY CONDITIONS: ACCEPTABLE WORKS

1. Entry is open to both amateur & professional artists of all ages
2. **Maximum size** permitted for entry is up to **1m square**
3. A **maximum of 3 works** can be submitted for a **non-refundable fee of £7 per work**
4. All works **must be original** and have been made by the entrant.

5. ALL artworks **must not have been exhibited** at the Arts Centre BEFORE and **must be FOR SALE**

6. Acceptable works include original paintings, prints, textiles, jewelry, ceramics, photography, sculpture etc. No reproductions or Giclee prints (except for photography) should be submitted.

7. All works are subject to two selection phases, the first a pre-selection phase before handing in, the second after work has been handed in. Artists will be notified to collect any unselected works after handing in to arrange collection.

PRESENTATION OF WORK

1. **Mirror plates must be attached** halfway down **on both sides of work** before handing in work. These must be attached flush with the back of the work to ensure secure fixing to the wall.

2. Alternative hanging, or presentation of work **must be approved** with the gallery prior to submitting an entry and noted with your application

3. Frames **must be clean, sturdy, safe and secure**. No clip frames, string, wire, hooks, sharp edges, or loose parts are permitted

4. Two labels with your **name, title and price** of the work should be attached to the work. **One label must be stuck on the back** of the work, the **2nd a luggage-type label, must be tied to a string** attached to the back and long enough to hang over the front of the work. The information on the labels must match the details on your entry form.

COMMISSION ON SALES: 30%. Exhibitors must take this into account when pricing their work. Any sales that occur within one month of closure of the exhibition, arising by virtue of the exhibition, the gallery reserves the right to its commission.

PAYMENT OF SALES: Payment of sales is made **within 30 days** after the exhibition has finished, provided the purchaser has paid in full by this point. Any unpaid or uncollected works by a buyer will be returned to the artist after this period unless alternative arrangements have been made with the buyer, in this case the artist will be informed by the gallery.

INSURANCE

Artworks are insured up to 7th January 2025

There is a maximum insurance value of up to £2000.00. Anyone wishing to exhibit items above this value do so at their own risk.

No responsibility will be taken by the gallery for damage to unselected or unsold works that have not been collected on the dates specified.

All entrants are advised to have their own insurance for their artworks.

DELIVERY & COLLECTION OF WORK

1. All selected works must be delivered on the specified Handing in Days. Please notify the gallery if there are any special arrangements for delivery or collection of work. Only accepted works may be delivered, no substitutes allowed
2. All work is to be unwrapped and ready to hang, complete with mirror plates. All packaging must be taken away.
3. All unselected or unsold works must be collected on the collection days or as advised by the gallery. Any uncollected work will only be stored for a maximum of 3 months. After this the gallery reserves the right to dispose of the artwork in whatever manner the gallery sees fit.
4. Any exceptions to these conditions **must be approved** by the Gallery **before submitting your entry**.

HOW TO APPLY

1. Complete the entry form answering all questions correctly and accurately. Please note **no information or prices can be changed after the entry has been submitted**. Also, incorrect or incomplete information could invalidate your entry.
2. Entrants must provide high quality JPEG images of each artwork being entered. Each image file provided **must be named with your name, the title & artwork size in cm** as stated on the entry form e.g. **<SURNAME_FIRSTNAME>_<Title>_<Size>.jpg** e.g. "SMITH_ANN_Artwork1_50x50.jpg". Please note surname and first name must be in the order shown and in capitals. Maximum size 3MB. Applications cannot be accepted without suitable images of the entered artwork. Please ensure photos are of a decent quality as these are used for the first selection round.
3. Payment for each entry of £7 per artwork (£21 for 3 entries) can be made either with the online application entry form, or via bank transfer or by card or a cash payment in person at the Centre Cafe if using the downloaded entry form. All **entry fees must be paid prior to the application deadline**. Bank Transfer payments must include your name as reference for the payment with the words **<OPEN <NAME>** e.g. "OPEN Ann Smith"

When applying please read all information and questions carefully and ensure all information requested is completed correctly and accurately before submitting the form as changes cannot be made after the form has been submitted for entry. Please note that incorrect or incomplete information could invalidate your entry.

To enter choose one of the following options:

1. **Online Entry Form** can be found here: <https://tizft0sjhe0.typeform.com/to/bp94FANB>. This method will require payment online by card as part of completing the entry form.
2. **Download & Email Entry or Hand in Entry:** Download an entry form from our website

3. **Collect & Email or Hand in Entry:** Drop into the Centre and collect a printed form.
4. Alternatively, you can request an application form by email to arts@castleparkarts.co.uk

For **options 2 to 4 above** complete and email your entry to arts@castleparkarts.co.uk with images of your entries or hand the form into the Charity Administrator along with suitable printed copies of images of your entries. Payment of entry fees for these options can be made at the Centre in person via cash or card or via bank transfer providing your reference as requested.

Any queries? Please contact the Charity Administrator at arts@castleparkarts.co.uk