

CHESHIRE OPEN STUDIOS EXHIBITION - Conditions of Exhibiting

Exhibitions are by invitation or application as per the terms & conditions outlined by the Cheshire Open Studios application process and the hosting exhibition gallery outlined in this document.

Submission Criteria – Works can include:

Cheshire Open Studios invites exhibition of works including painting, photography, ceramics, textiles, glass, jewellery, sculpture & furniture. Our main purpose is to demonstrate a variety of creativity and artistic talent in the region, thus we are open to all types of media. Those working in digital or performance should contact us separately for consideration to participate.

Acceptable works for exhibition include:

- **Any size – guideline is 2 works up to 1m²** each (when framed)
- Furniture – **1-2 piece/set**.
- Ceramics, Glass & Sculpture (i.e. items displayable on plinths or cabinets) **up to 2 pieces/sets**.
- Jewellery or other smaller items **2 - 3 items/sets** (but no more than enough to fit into one IKEA glass display cabinet).

If needed please indicate if you will need or can supply plinths/display cabinets – the gallery may have 2-3 for us to use and we have one for our use.

Submitted works must meet the criteria set out in this document to be accepted.

You can also submit **cards & prints for sale (at your own risk)** which must be suitably packaged, labelled & individually priced. All works must be clearly labelled & tagged as instructed below. Please provide a full list of items and any suitable display stands if possible.

Gallery commission is **25% on all items (inc. cards, prints etc)** submitted to the exhibition which will need to be reflected in your pricing. If you provide special stands or displays please ensure these are appropriately labelled with your name.

All images of work sent must be 300dpi (ideally taken with a 5 mega pixel camera or better). Please ensure they are cropped to exclude any frames, mounts etc. Ensure display items have a suitable background that shows off the work at its best.

Submission and Entry Deadline: Midnight Tuesday 1st August 2017 by email, Friday 4th August for postal entries.

Exhibition Schedule

Dates	Detail
Monday 18 th (10 am - 4pm) & Tuesday 19 th (10 am -12 pm) September 2017	Handing in of work All work for exhibition must be received by Tues 19 th Sept 12 noon. Arrangements to hand in earlier can be arranged if necessary.
Tuesday 19 th September 12 am - 4pm	Installation & hanging of work
Wednesday 20 th & Thursday 21 st 10am – 4pm	Collection of unselected work for Exhibition Only Artists
Friday 22 nd September 2017, 7-9pm	Exhibition Preview & Prize Awards Evening. All artists, family & friends are invited.
Saturday 23 rd September to Wednesday 1 st November	Exhibition Open to the Public
Wednesday 1 st November at 4pm	Exhibition Close
Thursday 2 nd November 10-4pm	Take Down & Collection of unsold work Would appreciate it if artists can collect work before 2pm. Arrangements to collect at later date can be arranged if necessary.

All participating artists must deliver their work as per the above schedule. If unable to deliver in this time frame please indicate alternate dates/times of delivery on this form.

It is recommended that the majority allow for a 30 minute window between open & close time on these days to allow time for volunteers to arrive, setup and pack up for the day.

All work must be clearly labeled using the instructions below (at the end of this document).

All works must meet the conditions as outlined in the “**Conditions of Exhibiting**” document and hung works must have suitable and secure fixings (mirror plates) & frames ready for hanging prior to handing in.

If unable to make the handing in date work can be delivered by another artist or left at the Gallery between 10am – 4pm Fri to Sun by prior arrangement. Please clearly state delivery dates on your form. Work will be hung as per the above schedule. If you can help with hanging/arranging this will be much appreciated, please also indicate this on the exhibition form.

If unable to make the allocated dates, please indicate this on the form as to alternative arrangements for handing in and collection.

EXHIBITION DATES

These are as per the schedule above with a private viewing on Friday 22nd September 2017, 7-9pm. Please extend an invite to family & friends as all are welcome. We will be promoting it as a Meet the Artist Evening so please do your best to attend in person especially as we will be awarding prizes on the night!

COLLECTION:

All unsold work **MUST** be collected on the above collection dates.

Anyone who has ticked **CAN'T DROP OFF / CAN'T PICK UP** please try to make your own arrangements with another fellow artist or person to take/collect your work. If unsuccessful or having difficulties please contact Midge at info@cheshireopenstudios.org.uk to check your area and help put you in touch with an artist or someone from your area that is willing to take/collect your work on your behalf or to help make alternative arrangements with the gallery.

Please note parking spaces are available but the centre gets busy on some dates. There are two disabled parking spaces by the gates. If full you may need to park in the main park car park to deliver work or access the gallery at other times. We will provide more info on parking nearer the time.

Work can also be dropped off at other times by arrangement with Kim at Castle Park Arts Centre. Please inform us if you have made any alternative arrangements with Kim.

PLEASE EMAIL YOUR FORM (pages 4&5 only) WITH ATTACHED IMAGE(S) of your work to: info@cheshireopenstudios.org.uk OR POST IT TO:

Cheshire Open Studios c/o 8 Bakers Court, Winsford, CW7 2BQ

EXHIBITION ENTRY FEES:

£10 per work for artists entering the "Exhibition Only" category. In this category work may be subject to selection and approval by the COSA steering group & the gallery. If for any reason your work has not been accepted for exhibition we will contact you on 20th September to arrange collection before 22nd Sept or to make alternative arrangements.

Open Studios Artists have no additional exhibition fee to pay. Please refer to the "COSA Application Guidelines" for full information on Open Studio Artist fees.

Submission of your entry confirms acceptance of the Exhibition Entry terms and conditions.

Thank you
Midge
Cheshire Open Studios Project Coordinator

Installation

It is the responsibility of the artist to transport work to and from the gallery and to ensure timely handing in and collection of work. The delivery and removal of works will be done within gallery opening hours at specified delivery times and dates as specified with the **Cheshire Open Studios Exhibition Entry Form**. It is the responsibility of the artists/s to submit to the exhibition in accordance with the information within this agreement:

- Work should be clean and well presented.
- Two-dimensional exhibits should be presented to acceptable exhibition standards (no clip frames accepted).
- Work need not be framed if this does not suit the work eg. Textile wall hangings
- Pictures **SHOULD BE** hung with **mirror brackets**. All work needs to be able to be lifted by one person..
- Work should be labelled using the label supplied with the exhibition entry form i.e.:clearly stating artist, title, medium and price on the back (please use 'low tack' adhesive).
- Work should be safe to exhibit e.g. No sharp edges, loose parts, hanging methods suited to the scale/weight of the item. Any special instructions must be supplied on the entry form.
- Glass cabinet spaces are limited to 4 and will be allocated to the smallest work first.
- You may bring your own plinth for 3-d work. This should be clean and tidy before delivery. This must also be stable.
- There is no size restriction although a guideline of up to 1m sq is recommended.

If you're unsure about any aspect of display please contact the us before delivery and feel free to visit to view the Gallery and access. There is parking in a car park & limited disabled spaces with a few additional spaces at the back of the building. The centre can get busy during the day so parking may be limited at busy times.

Sales

The gallery takes a **25% commission** from sales made during the exhibition. Artists must ensure that the price on their labels **includes** this commission. Payment for sales can be made by cash by visitors. Monies from sales will be paid to the artist within 30 days of the end of the exhibition by the gallery. The majority of artworks on display should be for sale.

Insurance

Any artwork must be exhibited at the artists own risk or under their own insurance to the full value of the work.

Publicity

The gallery and Cheshire Open Studios will be responsible for promoting the exhibition within its publicity circles, for example; website, exhibitions programme and press releases. Artists will also assist with distribution of posters and brochures throughout the region. Many do press releases. Any other publicity that you wish to undertake yourself must make mention of the exhibition and gallery including the opening hours and state that Admission is **FREE**.

General

If you are a group please ensure that all artists that are exhibitors are aware of these terms and conditions. Submitting an exhibition entry confirms that you accept them.

Any questions? Please contact Midge on 07808944550 Mon-Fri 10 am to 4pm or email info@cheshireopenstudios.org.uk