

## Ferens Art Gallery 2020 Open Exhibition Terms and Conditions of Entry

Hull City Council, Hull Culture and Leisure Ltd and the Ferens Art Gallery cannot accept responsibility for misunderstandings arising from failure to read the terms and conditions below. Please read carefully.

### Eligibility

- All artists are eligible to enter, whether amateur, student, semi-professional and/or graduate, professional or established.
- All entrants must live, or be professionally based in the UK.
- Applicants must be age 16 or over.
- We only accept submissions that have been created by the applicant **during the previous 12 months**; the work must be your own.
- Copies of artworks may be acceptable but potential purchasers must be informed if a work is a copy or derived from published sources. Please indicate clearly in the 'Further Information' section on the submission form that the work is a copy and what source has been used, otherwise a work is likely to be rejected or removed from the exhibition without further notice.
- No late submissions will be accepted after **MIDNIGHT on Sunday 6 October 2019**.

### Submissions

- To enter artwork for the 2020 Open, all artists **must submit their entries online**. Artwork must not be delivered to the Ferens Art Gallery for consideration.
- You will need access to a computer and the internet, a valid email address and a digital image of your artwork(s) in order to submit. Only high quality digital image submissions are acceptable. See 'Images of your work' section of this document below.
- When filling in the online submission form please note that the name you provide will be the name printed in the exhibition catalogue if successful. **If you have an 'artist name' that is different to the name on your bank account please let the Gallery know**. We need to know this in order for you to be paid promptly if you sell your work(s) in the exhibition, once the purchaser has paid in full.
- **Hull City Council and Hull Culture and Leisure Ltd can accept no liability for loss of or damage to works submitted for exhibition**. You are advised to arrange your own insurance for any artwork submissions. Ferens staff take every care over work submitted but we recommend that you avoid submitting works with unprotected surfaces, dangerous protuberances, and elaborate frames etc. Works on paper should be framed. For reasons of security, frames should be not less than half-an-inch wide at the back where the Gallery can attach mirror plates for hanging. See 'Framing' section of this document below.
- Up to **3 artworks** will be accepted per artist in any medium (see Restrictions section below), **made within the last 12 months**. Any more than 3 works submitted using the online form will be charged for, but will not be considered.

- There is a non-returnable handling fee of £5 per artwork (i.e. £10 for 2 entries, £15 for 3 entries). There is no concessionary rate.
- **Triptychs** (artworks made up of 3 parts) / **diptych** (artworks made up of 2 parts) **or multiple-part work** can be submitted. You will need to photograph the work as one piece and not submit it online as 2 or 3 separate works. The cost of submitting one triptych would be £5. In the 'Further Information' section of the online form please let us know that your work is a triptych/diptych. If your work is selected for exhibition please make sure all parts are labelled on the back. A triptych for example should be labelled: 1/3, 2/3, and 3/3 so they don't get separated when they come into the gallery.
- The gallery will contact you via email. It is therefore important that you give a valid email address that you check regularly (including junk mail folders). A phone number is also useful if we need to get in contact with you urgently about your work. Please note it is the applicant's responsibility to confirm whether they have been successful in the event that they do not receive an email. **Hull City Council and Hull Culture and Leisure Ltd cannot accept responsibility for missing notification emails.**

### Images of your work

- Entries must be submitted online as digital JPEG files only. Images must be no smaller than **200KB (Kilobyte)** and no larger than **5MB (megabyte)** in size. If your file size is too large we recommend you use 'Save for Web' function in Photoshop, as you can control the pixels and the file size at the same time (see the image resizing section at the bottom of the document for tips).
- Ferens Art Gallery offer free Photography and Submission workshops for anyone who requires assistance with artwork photography or any aspect of the online submission. For further details please see our website [www.hcandl.co.uk/openexhibition](http://www.hcandl.co.uk/openexhibition) or ask a member of staff in the gallery. To book call: 01482 614 290.
- You can submit up to 2 images per 3D artwork and 1 image for 2D artworks.
- Poorly presented images, especially those that are out of focus, badly lit or pixelated will affect your chances of success. It is advisable to set your work against a plain background, and not to use filters or edit your image using software such as Photoshop, beyond the basic re-sizing of your image for online submission. These images may be used for publicity and social media so quality is very important.
- Each entry will be judged on your image(s) alone. It is therefore very important to represent your work as best you can. Please do not include a CV or personal information as it will not be presented to the selectors. Saatchionline.com have made this video that gives excellent guidance and tips on how to photograph artwork: <http://youtu.be/Vpj28da03JQ>
- All images must be marked with your first name\_surname, underscore , then the title of the work with underscore instead of spaces. For example **Joe\_Bloggs\_Figurative\_Sculpture.jpg**. The second image showing an alternative view of the 3D work should be numbered at the end with **2**. For example **Joe\_Bloggs\_Figurative\_Sculpture 2.jpg**. Do not put your name, title, website, watermarks or copyright symbols anywhere on the images themselves unless this is actually part of the work you are submitting.

## Video, Performance and moving sculpture

- Video, animation or performance work may only be submitted as a link to a host website or video hosting platform such as You Tube, or Vimeo. **For selection only, submissions must be no longer than 2 minutes.** Do not password protect any video links.
- Video or projection work must be accompanied by an inventory of equipment needed to display the work if selected (use the 'Further Information' section on the submission form). The Ferens Art Gallery cannot supply AV equipment to support the display of video, animation or projection work. Please be aware that due to the nature of the exhibition all works will be located in close proximity to each other and large projections, sound proofing or blackout rooms will not be possible.
- If selected please contact the gallery in advance to discuss the format you can show your video in and what equipment you will be delivering to show it on.
- In the case of moving sculpture, or works containing sound, a link to a video documenting the work can be submitted.
- Performance / Live Art will be considered, but applicants must give clear and detailed examples of how the work is to be performed and presented for the exhibition period.

## Artwork sales

- If your artwork is purchased, a red dot will appear beside your work in the exhibition to indicate that a deposit has been paid on it. If the purchaser fails to pay the balance on your work by **1<sup>st</sup> May 2020** the work will be returned to you (in such circumstances the Gallery will contact you to request that you collect it). Payment to artists for works sold during the exhibition will start to be processed after **8 May 2020**. **To avoid any unnecessary trips, please contact the Gallery directly to check if your work(s) has been sold before coming to collect it on 2 – 8 May 2020.**
- Please be aware that if your artwork sells during the exhibition, a member of our admin team will be in touch to request payment details. This will include a request for the full name of the account holder, account number and sort code. This information can only be used to make payments into your account and we will not request any other account information.
- If your work is for sale and is sold, Hull Culture and Leisure Ltd take 25% commission + VAT of the sale price, you must therefore price your work accordingly. To calculate the payment amount you will receive on a sold artwork, deduct 30% of the sale price. For example, an artwork priced at £100 would have a commission cost of £25 + £5 VAT – so the artist would receive £70 payment from the artwork sale. **If you submit a framed work you must sell the work framed as exhibited.**

## Delivery, Install and Collection

- The artist is responsible for all transport and associated costs to and from the Ferens Art Gallery. Delivery should be through the front doors of the Ferens Art Gallery.
- We will accept delivery of your work by another individual providing you contact us in advance with the name of the nominated person and that they deliver/collect within the allocated timeframe/dates. **Please make sure the named person delivering/collecting the work on your behalf brings with him/her proof of ID such as a driving licence or the original acceptance email for the artwork.**

- If your work is exceptionally large or heavy then alternative arrangements can be made by contacting the Gallery in advance **T: 01482 614 290**. You will need to make sure you bring enough people to help carry the work into the gallery. This is a very busy time and Ferens staff may not be available to help.
- For entries that have special installation requirements or electricity/power – you should include full details in the ‘Further Information’ section on the submission form. Our skilled team of technicians will install the exhibition based on clear, written instructions provided in this section of the form.
- If your work(s) is selected for the exhibition you need to label each entry clearly with your name, title and price of the work. This information should match that given on your submission form. Please also indicate on the back of the work if it should be considered for the ‘Future Ferens Young and Emerging Talent Award’ (for artists age 16 to 25). A list of prizes is available on our website [www.hcandl.co.uk/openexhibition](http://www.hcandl.co.uk/openexhibition)
- Artwork(s) must be delivered and collected (if not sold) on the specific dates we provide. As Ferens Art Gallery has no storage facilities dedicated to the Open exhibition, we will dispose of any uncollected work after **Friday 8 May 2020**, on the assumption that it is no longer required by you.
- All selected works will be displayed in the temporary exhibition galleries from **Saturday 15 February – Sunday 26 April 2020**. You will not be able to collect or remove your artwork until **Saturday 2 May 2020**, providing it hasn’t sold.

## Restrictions

- Artists must make on-line submissions ONLY. We no longer accept postal entries or entries made directly to the Gallery.
- Only submit work online that will be available to deliver to the Ferens Art Gallery during the hand-in dates **Saturday 18 January – Sunday 26 January 2020** and which is also available for display up to and including the exhibition dates and de-install period (see Key Dates section at the bottom of this document for further details). Your work must be available for these dates otherwise your work will not be included in the exhibition if selected. Works may not be removed from the exhibition before **Saturday 2 May 2020**.
- Do not direct us to any personal website, file-transfer or file-sharing resources to support your application (with the exception of 2 minute video samples). All information relating to your submission must be made on the online submission form.
- Any submissions considered a conservation, health and safety risk, or likely to cause public offence will not be accepted; the Ferens Art Gallery acting on behalf of Hull City Council will make the final decision in the event of dispute. We also reserve the right to safeguard the artwork from damage and to protect the public through use of barriers or secure fixings.
- Artworks comprising live organic matter such as cut flowers and foliage and/or food stuffs, will not be permitted in the galleries under any circumstances due to the risks posed to the permanent collections.

- None of the cosmetic or structural fabric of the building may be damaged as a result of installing or exhibiting your work. We reserve the right to protect our walls, doors and floors if the work poses a risk to them without permission from the artist.

### **Selection Process**

- The exhibition is chosen by an independent selection panel (a new panel each year) who will select around 300 to 500 artworks. All submissions and images will be presented anonymously to the selection panel. Each submission will be projected onto a large screen so it is vital that the quality of images reflects the work accurately and as professionally as possible.
- Due to the large volume of entries, we apologise that it is impossible to give individual feedback or a critique on unselected work. As with any judged 'open submission' exhibition, it is possible that your work may not be selected. We understand that this may come as a disappointment, but it is important to realise that this is the competitive nature of this popular exhibition. We only have a finite amount of temporary exhibition space; the number of incredibly talented individuals who apply every year far outnumbers the amount of work we are able to display. The Gallery is unable to enter into a discussion with individual artists about the reasons their work(s) has not been selected. **The decision of the selection panel is final.**
- No personal data, including name, age, gender or education /experience will be given during the selection process, only the size, media and title along with the image(s) you submit will be used.
- The selection will take place on **Wednesday 6 November 2019**. All artists will be notified of the selector decision from **Wednesday 13 November 2019** by email.

### **Key dates for the 2020 Open Exhibition**

Online submissions open	9am, Monday 16 September to Midnight on Sunday 6 October 2019
Selection date	Wednesday 6 November 2019
Notification by email	Wednesday 13 November 2019
Delivery of selected works to Ferens Art Gallery	Saturday 18 January – Sunday 26 January 2020
Preview	Friday 14 February 2020, 7-10pm
Exhibition display	Saturday 15 February to Sunday 26 April 2020
Collection of unsold works and purchases	Saturday 2 May to Friday 8 May 2020 Mon – Sat 10am – 4pm, Sun 11am – 3.30pm)

## Framing

- All pictures exhibited at the Ferens are fixed to the gallery walls by means of mirror plates which are screwed to the back of the frame and into the gallery wall. This is the most secure and inconspicuous way of hanging pictures, and will be done by our technical team. It is essential therefore that each work entered should have a wooden frame moulding which is at least  $\frac{1}{2}$ " (inch) wide at the back so that the mirror plate can be attached comfortably into it (see Fig B). The frame moulding should either be flush with or higher than the back of the work (see Figs C and D). 2D works must be framed. We cannot accept glass or Perspex with unprotected edges clipped to hardboard, such as clip frames, or any other type of plastic or metal frame which has to be modified to meet our hanging methods. **If your work is selected for the exhibition and the frame doesn't meet the requirements when delivered to the Gallery it will not be accepted.** Please remove all hooks, rings, and cords from the back of the picture before delivery to the Gallery. **PLEASE DO NOT MIRROR PLATE THE WORKS YOURSELF, OUR TECHNICIANS WILL DO THIS.**
- Unframed canvases on stretchers – we are able to hang these using mirror plates.

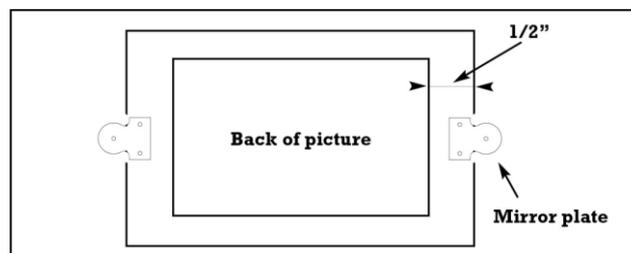


Fig B. POSITIONING ON FRAME

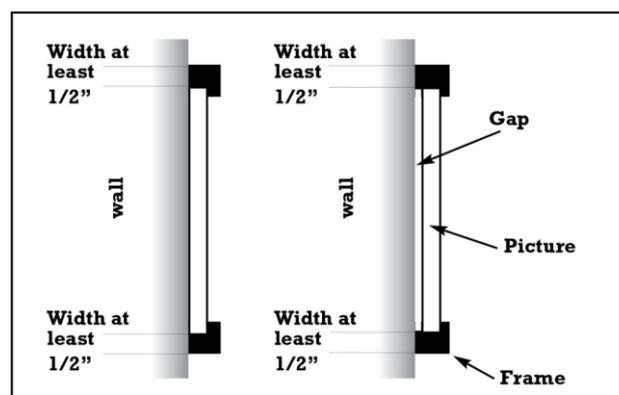


Fig C. CORRECT FRAMING

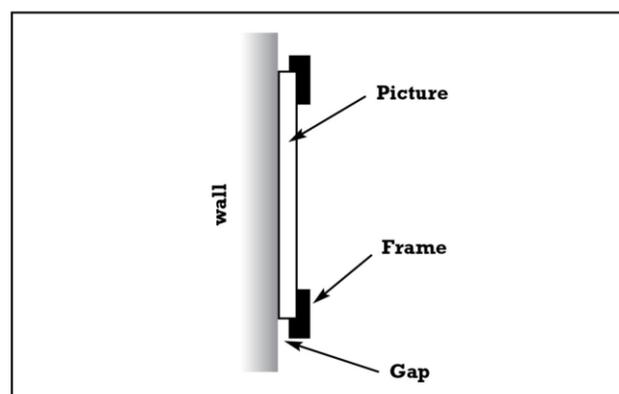


Fig D. INCORRECT FRAMING

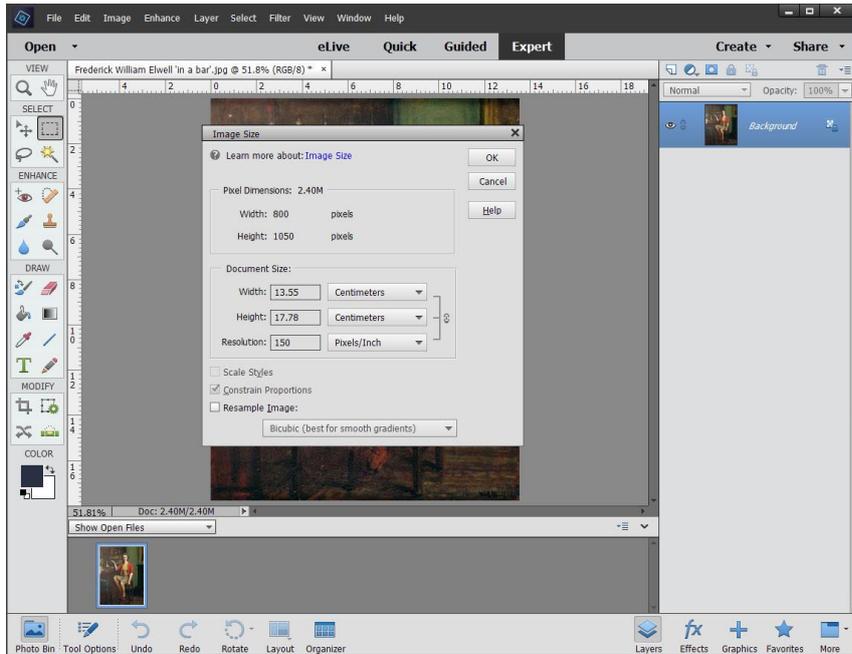
## Image Resizing

If your image is over the 5MB limit you will need to resize it.

Please take care to preserve the original aspect ratio of an image while resizing. Common and more advanced programmes like Photoshop or Photoshop Elements are widely available at a charge; however, you can download a free trial of Adobe Photoshop Elements, or use free online applications such as [pixlr.com](http://pixlr.com) (it acts in a similar way to Photoshop). It is also possible to use Microsoft Paint to re-size images. There are plenty of online video tutorials on this subject to help you, such as this You Tube link:

<https://www.youtube.com/watch?v=gu5adJfxuhw>

## Photoshop Elements:



## Microsoft Paint:

