

## SEVERAL SPONSORED PRIZES

## RUTLAND OPEN 2019

APPLICATION FORM

ARTIST NO

Please write or type in capital letters.

Submission: please bring the completed form with your work in person on

Monday 25<sup>th</sup> February between 10am – 4pmCorrespondence can only be made by email where possible, or telephone

FIRST NAME	SURNAME	
ADDRESS		PHONE NO.
MOBILE NO.	E-MAIL	

The following information will be used in the exhibition and selection process, please print clearly

Title 1 or description *1	Title 2 or description *1	Title 3 or description *1
Year:	Year	Year
Medium	Medium:	Medium:
Dimensions *2	Dimensions *2	Dimensions *2
Selling price *3	Selling price *	Selling price *3
<b>FOR OFFICE USE ONLY</b>		
Selected: Y/N	Selected: Y/N	Selected: Y/N
Sign/date for unselected work collected:	Sign for unselected work collected:	Sign for unselected work collected:
Sign/date for unsold work collected:	Sign for unsold work collected:	Sign for unsold work collected:
		Payment to artist:

\*1 Do not give two identical titles

\*2 (height x width x depth in cm)

\*3 Please remember to add **20%** commission on top of your asking price.

Where did you hear about the Open Exhibition?

Do you give permission to issue your contact details in response to enquiries about your work?

YES/NO

I have read, understood and accept all the conditions of the Open Exhibition and declare that I am eligible.

Signature:

Date:

Amount paid: £

Method: Cash / Cheque

ADVICE ABOUT ENTERING:

www.a4r.org.uk

Arts for Rutland

info@a4r.org.uk

# RUTLAND OPEN 2019

## CONDITIONS AND PROCEDURES (Please retain this for future reference)

The exhibition will take place between Saturday March 2<sup>nd</sup> 2019 and Friday 5<sup>th</sup> April 2019 at Rutland County Museum, Catmose Street, Oakham, Rutland, LE15 6HW. The exhibition is organised by a sub-group of Arts for Rutland. The private view is held on Friday 1<sup>st</sup> March from 6pm-9pm.

### Eligibility

Artists and Designer-makers (painting, sculpture, printmaking, drawing, photography (including digital), ceramic, glass, textiles and jewellery.

From Rutland, Leicestershire, Lincolnshire, Northamptonshire and Cambridgeshire.

### Prizes

The prize announcements will be made at the preview on Friday 1<sup>st</sup> March 2019, 6pm – 9pm

### Entry and procedure

Each artist may enter up to three works. Priority will be given to work made in the last year. Works must be original and for sale. Selected work must remain in the museum until the close of the exhibition, unless sold, and purchaser is unable to collect after the show for an acceptable reason.

A fee of £5 for one entry, £10 for two entries or £15 for three entries is charged and must be paid at the time of submission by cash or cheques made payable to 'Arts for Rutland'. The entry fee is non-refundable. Card payment is not accepted.

All submissions to be delivered in person on Monday 25<sup>th</sup> February 10am – 4pm. Delivery / collection of work (both unselected and exhibited) is the responsibility of the artist. If delivery / collection is entrusted to someone else, then that person should bring a letter of authority from the artist with a signature that matches that on the application form.

Only original work will be accepted, (slides are not acceptable). Maximum acceptable size for two-dimensional work is STRICTLY limited to 70cm x 90cm including frame (portrait or landscape), all work MUST have mirror plates attached for security reasons. For three-dimensional work, dimensions should be no larger than 50cm width square and unlimited in height (bring your own plinth if you prefer). Work larger than these dimensions will be turned away, please note there is no minimum size for inclusion. Each abstract work must be marked 'Top' on the back of the work, to show which way up it goes. Attach one tie on label that will hang over the front of the work, and one sticky label on the back. The labels must state the artist's name, title, medium and selling price.

On arrival, please unpack your work and take the packaging away with you.

Works submitted for selection and exhibition are at the owner's risk and Arts for Rutland cannot accept responsibility for any loss or damage to work, therefore it is the responsibility of the owner to arrange insurance during these periods.

### Selection on Tuesday 26<sup>th</sup> February 2019

By a panel of professional external Judges

The selection panel's decision is final, as is the placing of work.

### Collection of unselected work

All applicants will be notified by email or telephone. Unselected work should be collected as soon as possible, by Friday March 1<sup>st</sup> 10am – 4pm from the museum. Due to limited storage space, the Museum reserves the right to dispose of work not collected unless prior arrangement is agreed.

### Collection of unsold exhibited work

Please note: Unsold work must be collected between 10am and 4pm on Saturday 6<sup>th</sup> April from the Museum. Due to limited storage space, the Museum reserves the right to dispose of work not collected unless prior arrangement is made with Museum staff.

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## Sale of Work

All work entered must be for sale. Sales are handled by the museum staff. Work sold is to be collected at the end of the Exhibition.

The museum will take 20% commission on any work sold during the exhibition, (we do not charge VAT). You will need to work out the **selling price** by deciding your asking price, (include VAT, if you are registered in your asking price), and add the museum's 20% commission. For example: using a calculator, divide your asking price (wholesale price) by 0.8 to get the selling price, (e.g. for an artist who wants £100, the selling price must be £125 in order to give the museum their 20% commission, which is £25)

## Payment

The museum staff will inform you if your work is sold during the exhibition. PLEASE NOTE you will need to need to invoice Rutland County Council and payment will be in full within 30 days.

## Publicity

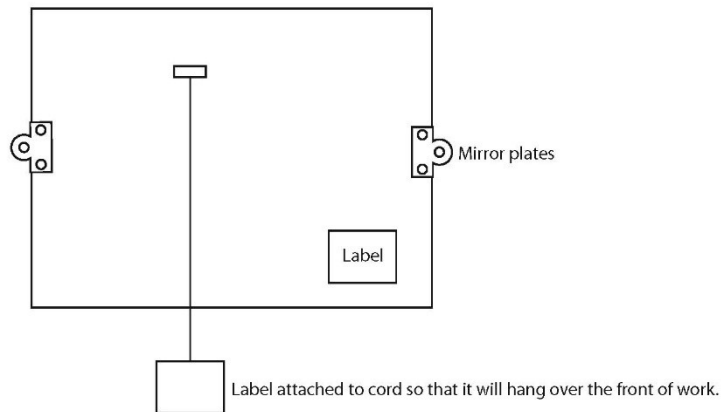
Arts for Rutland reserves the right to photograph work for education and publicity purposes, including posting images on our website, Facebook and Twitter.

The private view is for selected artists, and the friends and family of artists and the museum's mailing list. The museum received 450 visitors in the previous March, and we expect an even higher footfall.

Posters will be emailed to exhibitors as a PDF file, and we ask you to print a few and display them in your area to support the local publicity.

Invitations will be emailed to exhibitors as a PDF file, and we ask you to distribute to your mailing list, friends, family and colleagues.

## Details of picture fittings



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