

PLACE PORTFOLIO

Major Events Team

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Art in the Gardens 2018
Sheffield Botanical Gardens Saturday 1 and Sunday 2 September
Preview Evening Friday 31 August

Dear Artist

We are delighted to invite you to submit work for the 15th Art in the Gardens Open Art Exhibition. Please find enclosed the Open Art Exhibition Submission form (with Terms and Conditions of entry on the reverse). Information about the Selection days and exhibition process is on the reverse of **this** letter.

Your Story

We are always looking for personal stories that would interest the press to help promote the event. If you have anything you are willing to share about your art journey then please email us or write it down and bring it on your selection day. If we think we can use your story we will be in touch.

Stepping up a gear?

Many of our professional artists started out in the Open Art Exhibition, so perhaps it is time for you to step up a gear and consider taking a stall? do you have dozens of piece of work that require a new home, then maybe a gazebo at art in the gardens is the way to go?

This is a great way to promote yourself as an artist and for £185 you could have a 3m x 3m gazebo with side sheets, a trestle table and chair! Please note stalls are subject to availability so important to register interest early.

To book a stall please contact me by e-mail at howard.simpson@sheffield.gov.uk

Hope you will be exhibiting with us for the 15th show!!

Yours Sincerely

Howard Simpson

Howard Simpson

Event Manager – Art in the Gardens



www.facebook.com/ArtintheGardensSheffield



www.twitter.com/artingardens

Art in the Gardens Terms and conditions

SUBMISSIONS:

- This is a selected show, open to all artists of any age. The subject of your submission must be suitable for a family audience. AIG take no responsibility for artists infringing copyright. Preference will be given to original compositions.
- All artwork must have your name, address, telephone number, title of work, medium and retail price clearly marked on the back.
- If appropriate, framing must be to a professional standard with picture cord or wire for hanging. Please do not attach anything to the front, as it will be removed.
- You can submit up to 5 original works, this will be limited if your work is very large. AIG may refuse to consider very delicate, badly presented or inappropriate artworks.
- **There is a fee of £5.00 for small/medium works (.56m² and under, eg up to 75cm x 75cm), or £10 for large works (over .56m²) for each selected piece, payable on the selection day.**
- Once selected your work should not be made available for sale anywhere else until after the exhibition closes.
- For improved security please do not submit works smaller than 30cm x 30cm.
- All works MUST be for sale.

1. **INSURANCE:** AIG's Public Liability Insurance, does not cover damage or loss to your work, this is your responsibility. We can provide contacts for relevant companies. There is overnight security on site during the event.

2. **SELECTION:** To enter work you will need to bring it to one of the selection days on either **Saturday 16 June or Sunday 17 June**. You can arrive on the day that suits you, although there may be some waiting time. No email or postal entries are accepted unless by invitation.

The venue is Westbourne Junior School, Westbourne Road, Sheffield, S10 2QT.

3. **COMPETITONS:** The organisers and the independent judge will allocate competition categories to aid in the judging process. You can opt out of the judging on the form. All artists submitting work are asked to be available on the day of the prize-giving (Sunday afternoon) in case they are a category prize-winner.

4. **COMMISSION:** AIG take **25% commission on all sales** to offset the cost of staging this event. This is removed from the price you put on the form which is used as 100% for calculations. Payments for sold artwork will be sent by cheque (made out by our event partner Enormous Art/Great Sheffield Art Show), made payable to the name given on the Submission form and posted to the address given on the Submission form. If you have not received a cheque for a sold painting within a month of the end of the show, contact the event manager Howard Simpson on 0114 273 6433

5. **DELIVERY AND COLLECTION FROM THE EVENT:** All selected artwork is to be brought on **Friday 31 August** to the Botanical Gardens between **10.00am – 12.00 noon**. Artwork buyers will be able to collect their purchases between 5.40pm and 7.00 pm on Sunday 2nd September. Artists can collect unsold work between **6.00 and 7.00 pm** on Sunday. AIG take no responsibility for artwork not collected at this time - artists must collect or appoint someone to collect unsold artworks for them using the submission form as a receipt.

Art in the Gardens Terms and conditions

6. **INDEMNIFICATION:** The Organisers exercise all reasonable care for comfort and safety of exhibitors and their products but they are not responsible for the entire or partial loss, non-staging or detention of, or damage to same, or to any person or property, whether arising from accident or other persons or from any other cause. Further, it is a condition of entry that each exhibitor will hold the Organisers blameless and will indemnify them against legal proceedings and also against compensation for damage arising out of, in consequence of or in connection with any such accident, loss or damage and entries are only accepted on this distinct understanding.

Art in the Gardens Tel 0114 273 6681 email events@sheffield.gov.uk



www.facebook.com/ArtintheGardensSheffield

www.twitter.com/artingardens

If you would like information about the Portrait Competition, please tick box
or e-mail howard.simpson@sheffield.gov.uk

BRING THIS FORM WITH YOUR ARTWORKS