

# COVENTRY OPEN2020

29 February – 19 April 2020

## ENTRY FORM

Please read the Conditions of Entry before completing the Entry Form. The Entry Form should be submitted with your work and Entry Fee to the Herbert Art Gallery & Museum on Saturday 15 February 2020, 10am – 3.30pm.

**Name:**

**Name under which you wish to exhibit (if different from above):**

Tel:

Postcode:

Email:

**A Title:**

Date of work:

Medium:

Selling price:

(Optional) Information about the work, max 50 words:

**B Title:**

Date of work:

Medium:

Selling price:

(Optional) Information about the work, max 50 words:

(Please tick) I have read and agree to the Conditions of Entry. I confirm that all the information I have given is correct. I understand and agree that for as long as reasonably necessary for the purposes of the exhibition and for other lawful purposes related to the Coventry Open 2020 both in paper files and on Culture Coventry computer systems:

- Culture Coventry may obtain, keep, use, produce and disclose records containing personal data about me.
- Culture Coventry may use my personal data to conduct checks and check references and may forward my personal data to other persons for these purposes.

**Signed:**

**Date:**

**Office use only**

- Artist from West Midlands
- Size restriction/film duration adhered to
- Work dated February 2018 onwards
- Ticked agreement to Conditions of Entry and signed Entry Form
- Entry fee paid
- Email address received

**Signed:**

**Date:**

**A Collected by**

**Date:**

**B Collected by**

**Date:**

## CONDITIONS OF ENTRY

Coventry Open 2020 is an opportunity for artists in the West Midlands to submit their work for an inspiring exhibition of regional talent.

### Applicants:

Artists must be aged 18 or over and living, studying or working in the West Midlands region: Herefordshire, Shropshire, Staffordshire, Warwickshire, Worcestershire, the Metropolitan districts of Birmingham, Coventry, Dudley, Sandwell, Walsall and Wolverhampton.

### Eligibility of work:

Work produced in any medium is welcome, including painting, drawing, print, sculpture, textiles, photography and film.

- 2D work should not exceed 1.5m in any direction, including frame.
- 3D work should be portable by one person and not exceed 1.5m in any direction.
- Electronically powered work should be submitted with written evidence that the work has been PAT tested.
- Film should not exceed 5 minutes running time.

Work submitted must be original and the artist must undertake that they hold all moral and intellectual property rights in that work and that the work does not infringe the moral and intellectual property rights belonging to any third party.

### Work must have been made after February 2018.

Culture Coventry reserves the right to exclude work that poses a health and safety risk or is deemed inappropriate in content.

### Entry Fee:

A maximum of two works may be submitted at **£5 per work**.

### The Entry Fee is not refundable.

### Submission:

The original work, completed Entry Form and Entry Fee should be brought to the Herbert Art Gallery & Museum on Saturday 15 February 2020, 10am – 3.30pm.

Note that the entrance to the Herbert Art Gallery & Museum is on a one-way street and unloading here may cause traffic congestion.

For each work the artist will be given a ticket which they must use to claim their work on Saturday 22 February 2020 (if not selected for the exhibition) or Saturday 25 April 2020 (if unsold).

### Labels:

All work should be clearly labelled with the artist's name, address and title of work. If applicable, the top of the work should be indicated.

### Fixings:

Wall-mounted work should be fitted with secure and suitable fixings.

### Packaging:

All packaging must be taken away after delivery and brought back at collection.

### Selling:

The artist should indicate selling price or 'not for sale' on the Entry Form.

The selling price should include 30% commission which will be deducted by Culture Coventry Ltd. The selling price should include the frame where applicable. Prices cannot be shown as negotiable.

If work is sold, the buyer will make the payment in full and the artist will be asked to invoice Culture Coventry Ltd for their portion of the selling price. The work will remain on display until the end of the exhibition and the buyer will be responsible for collecting the work.

### Insurance:

Work will be kept secure and handled with professional care, but Culture Coventry does not accept liability for loss or damage during the transport, storage, selection and exhibition periods. Artists are responsible for insuring their own work. All works will be submitted entirely at the artist's risk.

### Images and information:

By submitting work to the Coventry Open 2020, the artist agrees to allow Culture Coventry to reproduce their work at no fee for use in connection with the exhibition (catalogue, publicity material, press, website and social media). The artist also agrees to allow Culture Coventry to use information in the Entry Form about the work in connection with the exhibition (labels, catalogue, publicity material, press, website and social media).

### Selection:

Selection will take place on Tuesday 18 February 2020 by an independent panel of judges. The judges' decision is final.

Results of the selection will be emailed on Wednesday 19 February 2020 to the email address provided by the artist.

### Prizes:

A prize of £1000 will be awarded by the judges to the overall winner.

### Collection of work:

Work that is not selected for the exhibition must be collected by the artist or the artist's representative on Saturday 22 February 2020, 10am – 3.30pm.

Work that is unsold at the end of the exhibition should be collected by the artist or the artist's representative Saturday 25 April 2020, 10am – 3.30pm.

The artist or the artist's representative must bring the ticket given to them on the selection day to claim their work.

Culture Coventry reserves the right to dispose of work that is not collected on Saturday 22 February 2020 (if not selected for the exhibition) or Saturday 25 April 2020 (if unsold). The artist will be informed of this by email.

### Exhibition launch:

There will be a launch for the Coventry Open on Friday 28 February 2020, 6.00 – 8.00pm. All artists who submit work to the Coventry Open are welcome to attend and to bring guests with them.

### KEY DATES

**Submission of work, completed Entry Form and Entry Fee to the Herbert Art Gallery & Museum:** Saturday 15 February 2020, 10am – 3.30pm

**Selection:** Tuesday 18 February 2020

**Results of selection emailed to artist:** Wednesday 19 February 2020

**Collection of work if not selected:** Saturday 22 February 2020, 10am – 3.30pm

**Exhibition launch:** Friday 28 February 2020, 6.00 – 8.00pm

**Exhibition:** Saturday 29 February 2020 to Sunday 19 April 2020

**Collection of unsold work:** Saturday 25 April 2020, 10am – 3.30pm

Herbert Art Gallery & Museum  
Jordan Well, Coventry CV1 5QP  
024 7623 7521  
www.theherbert.org  
info@theherbert.org

