

# COVENTRY OPEN 2018

8 December 2018 – 24 February 2019

## ENTRY FORM

Please read the Conditions of Entry before completing the Entry Form. Complete all sections of the Entry Form in block capitals. The Entry Form should be submitted with your work and a stamped addressed envelope (SAE) on Saturday 24 November 2018, 10am – 3.30pm. The SAE is for us to post the result to you – please use a first class postage stamp.

**Name:**

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

Tel (daytime):

Postcode:

Email:

**A Title:**

Date of work:

Medium:

Sale price:

Insurance value:

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

**B Title:**

Date of work:

Medium:

Sale price:

Insurance value:

(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 2018 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 or Warwickshire
- Size restriction/film duration adhered to
- Work dated December 2016 onwards
- Ticked agreement to Conditions of Entry and signed Entry Form
- Entry fee paid
- SAE provided

**Condition:**

**Signed:**

**Date:**

**A Collected by**

**Date:**

**B Collected by**

**Date:**

## CONDITIONS OF ENTRY

Coventry Open 2018 is an opportunity for artists in the West Midlands or Warwickshire to submit their work for an inspiring exhibition of regional talent.

### Entrants:

Artists must be aged 18 or over and living in the West Midlands or Warwickshire.

### 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.
- Film should be playable in DVD format and should not exceed 5 minutes running time.

Work submitted must be original and the artist must undertake that he or she holds 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 should have been made since December 2016.

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**.

Payment should be made by cash or cheque only, with cheques made payable to Culture Coventry. Credit/debit card payments cannot be accepted.

### The Entry Fee is not refundable.

### Submission:

The original work, completed Entry Form, Entry Fee and a stamped addressed envelope (SAE) should be brought to the Herbert Art Gallery & Museum on Saturday 24 November 2018, 10am – 3.30pm. The SAE is for us to post the result to you – please use a first class postage stamp.

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 1 December 2018 (if not selected for the exhibition) or Saturday 2 March 2019 (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:

For security reasons, all wall-mounted work should be fitted with mirror plates (obtainable from picture framers, hardware and DIY stores). Clip frames cannot be accepted.

### Packaging:

Corners and vulnerable parts of works must be protected with packaging which should remain secure during handling. All other packaging must be taken away from the gallery.

### Sales:

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

The sale price should include 30% commission which will be deducted by Culture Coventry Ltd. The sale 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 sale 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 storage and selection periods. It is the responsibility of the artist to arrange their own insurance during transport and during the period 24 November to 1 December 2018 inclusive.

Work selected for the exhibition will be insured by Culture Coventry at the insurance value provided by the artist from 2 December 2018 to 3 March 2019 inclusive.

### Images and information:

By submitting work to the Coventry Open 2018, 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 27 November 2018 by an independent panel of judges. The judges' decision is final.

Results of the selection will be posted on Wednesday 28 November 2018 in the SAE 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 should be collected by the artist on Saturday 1 December 2018, 10am – 3.30pm.

Work that is unsold at the end of the exhibition should be collected by the artist on Saturday 2 March 2019, 10am – 3.30pm.

The artist should 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 by Saturday 1 December 2018 (if not selected for the exhibition) or Saturday 2 March 2019 (if unsold).

### Exhibition launch:

There will be a launch for the Coventry Open on Friday 7 December 2018, 6.30 – 8.30pm. 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, Entry Fee and SAE to the Herbert Art Gallery & Museum:** Saturday 24 November 2018, 10am – 3.30pm

**Selection:** Tuesday 27 November 2018

**Results of selection posted to artist:** Wednesday 28 November 2018

**Collection of work if not selected:** Saturday 1 December 2018, 10am – 3.30pm

**Exhibition launch:** Friday 7 December 2018, 6.30 – 8.30pm

**Exhibition:** Saturday 8 December 2018 to Sunday 24 February 2019

**Collection of unsold work:** Saturday 2 March 2019, 10am – 3.30pm

### Herbert Art Gallery & Museum

Jordan Well, Coventry CV1 5QP  
024 7623 7521  
www.theherbert.org  
info@theherbert.org

