

## Terms and Conditions of Entry

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1. Artists submitting work(s) for exhibition do so in accordance with the conditions stated in the Current Terms and Conditions.
  2. In the event of damage to or loss of work(s) Art with a Heart may rely on the statement to limit the liability (if any) in accordance with the Terms and Conditions.
  3. By submitting the work(s) artists confirm that they consent to reproducing the whole or any part of the work for archival, educational, publicity (including exhibition posters, leaflets, electronic media and websites), press, signage and catalogue purposes without payment of any fee or royalty.
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**The following terms and conditions relate to both work submitted to the Open Exhibitions and all other forms of exhibitions and displays organised by Art with a Heart**

### The Selection Committee

4. All works sent for exhibition will be placed before the Selection Committee.
5. The Selection Committee may decide to accept or reject any work submitted for the exhibition at its sole discretion. The Selection Committee decision is final.

### Framing and Glazing

6. Art with a Heart cannot accept any liability for damage to works that are not submitted in accordance with this section. Please also read carefully the section in relation to Art with a Heart's limitation of liability for damage to works.
7. Canvases must have hanging fixtures attached, preferably D-rings and cord or Mirror Plates.
8. All pictures, miniatures or reliefs and other such works submitted must be framed in a separate frame. You are encouraged to use simple, neutral coloured frames where possible. Artists must ensure that the works are fixed with appropriate hanging attachments should the work be chosen for the exhibition. Art with a Heart will not be liable for any scratches or scuffs that appear on frames during the ordinary course of handling.
9. In the event that the Artist chooses to submit unframed work, this will be strictly at their own risk.
10. Diptychs and triptychs should be submitted as one work. They must be securely fixed together with a baton running across the back of the work, for judging purposes. The Artists name and the work title should be inscribed on the reverse of each section of the work, together with the number of each part (for example part 1 of 3). Instructions for the display of the work must be clearly set on the reverse of the work.
11. Sculptural work or Installations must come with clear instructions on how to display and come with a plinth or other means of display. If this is not provided Art with a Heart will use our own display methods.
12. Video artwork must come with equipment provided. Art with a Heart does not have sufficient equipment to cover this at this time.



## Inadmissible works

The following types of works are not admissible

13. Copies of works
14. Works that contain noxious or toxic substances
15. Works that are in breach of copyright or any other provisions of these terms and conditions.
16. The Artist must ensure that submitted works conform to all applicable health and safety standards and regulations.

## Withdrawal of works

17. Art with a Heart reserves the right to deny admission or withdraw a work from the exhibition if for any reason the work, or any circumstances surrounding the display of the work, appears to Art with a Heart to expose it to the risk of legal proceedings.

## Intellectual Property Rights

18. Each Artist by entering a work confirms that they hold all intellectual property rights in the work and that they have obtained prior copyrighted material contained in the submitted work.
19. By signing the Entry Form, Artists agree to waive copyright and fees if their work is reproduced in the press and other media, including any marketing material for Art with a Heart.

## Limitation of Liability

Art with a Heart will use reasonable skill in the handling of all the artworks.

20. Art with a Heart shall have no responsibility whatsoever for any loss, damage, destruction, deterioration or wear, including damage to frames caused to a work submitted for or exhibited during the Exhibition.
21. Insurance of the artwork during transportation and hanging is the responsibility of the Artist

## Completing the Entry Form

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The following terms and conditions relate to work submitted to the Open Exhibitions or exhibitions where an entry form is required and completed.

Please check the details thoroughly before returning your entry form.

22. Each Artist must complete the entry form and submit it by the deadline; an acknowledgement of receipt of entry form will either be posted or emailed to confirm receipt of entry form.
23. No more than 3 pieces of work can be submitted by any one Artist.
24. The completion of the Entry Form indicates your acceptance of the Terms and Conditions.
25. It is essential to give full and accurate information
26. Incomplete forms will not be accepted for entry.

### Labels

27. It is the Artists responsibility to ensure that all labels correspond to the correct work number and details on the work entered on the Entry Form. We strongly recommend that the Artist keeps a copy of the Entry Form for their records to ensure the labelling corresponds with the labelling on the Entry Form.

### Medium

28. In all cases the medium must be stated, for drawings please indicate pen, pencil, chalk, wash etc.
29. For prints, please state the method used (etching, wood-engraving, lithograph etc.)
30. For sculptures, please state the material of the work submitted and remember to include a photograph with your completed Entry Form

### Prices

31. The prices stated on the Entry Form of all the works for sale should take into account the Art with a Heart's commission of 20%.
32. Art with a Heart is not registered for VAT.
33. Prices of works for sale will be printed on the Exhibition Price List. No changes to prices stated in the Entry Form may be changed by the Artist during the Exhibition.

## Submission Day

Works should be delivered on the on the specific days detailed in person, by the Artist or their representative. Works will not be received before or after these dates or times under any circumstances.

No works will be accepted if sent by courier or by post to Art with a Heart directly. International Artist must send their work to the address provided by the Curator.

34. Each Artist must bring the correct form on the day of submission.
35. All work for hanging must have suitable fixings, if not it will not be accepted for admission.
36. Self-adhesive labels must be firmly fixed to the back of the work to which it belongs and/or the tie-on label must be attached by string so that it hangs over the front of the work concerned. Care should be taken that the correct labels are attached to each work.
37. Please ensure that all labels correspond to the correct work and match the details of the work on the Entry Form. Titles should include name of Artist, Title of Work and Medium.
38. Incorrectly labelled work or work with inappropriate wall fixings will not be accepted for submission.
39. Works of sculpture exhibiting requirements must be discussed and agreed with Art with Heart prior the submission day, in certain circumstances the Artist may be required to provide a suitable plinth.
40. If intending to deliver your work via post or courier, please ask the curator for the correct mailing address. Do not send artwork directly to the centre.

## Delivery and return of Artwork

41. Please be aware that all costs associated with the delivery and return of artwork must be covered by the artist. This also includes packaging.
42. We will not arrange for artwork to be collected or returned. This is the responsibility of the artist and we recommend arranging for a courier to deliver or collect the work.
43. All artwork will be returned in the manner to which it was sent.

## The Exhibition

Artists will be informed as to whether or not their work is to be exhibited in the Exhibition via email. Other contact methods can be requests eg: via phone or by mail if a self-addressed stamped envelope is provided with the Entry Form.

Please contact the Arts Centre if you do not receive this notification before the collection date of Unsuccessful Entrants.

## Successful Entrants

### Sale of Artworks

44. All work, except for the NFS, shall be subject to the payment of 20% to Art with Heart.
45. Commission shall also be payable where the sale of any such work takes place after the close of the Open Exhibition, but where that sale is made as a direct or indirect result of its display in the exhibition.
46. Commission payments received by Art with a Heart will be used to support the work of Art with a Heart and its other not for profit activities.
47. A red spot will be used to indicate to the public that the work has been sold.
48. Art with a Heart will send a confirmation of the sale by post/email to the Artist, including detailing the commission paid to Art with a Heart.
49. A piece of work can be reserved by the potential buyer and a blue spot will be used to indicate to the public that the work has been reserved. The work will be reserved for one week only and if the potential buyer does not make final payment by such time the blue spot will be removed
50. If for any reason the sale does not go ahead, Art with a Heart reserves the right to retain the deposit in lieu of commission.

### Close of the Exhibition

51. Before the close of the exhibition, Artist will receive a Removal Order for each unsold exhibited work.
52. Before the close of the exhibition, the Purchaser will receive a Removal Order for each sold exhibited work.
53. No work will be released by Art with a Heart without the presentation of the Removal Order.
54. Art with a Heart will not pack, return or forward any work unless this has been arranged prior to submission.
55. Please note that no work that has been accepted and displayed may be removed prior to the close of the exhibition.



## Collection Date and Times

56. All artwork must be collected from Art with a Heart by 4pm on the date indicated.
57. Please note that a fee of £15 per week per work will be charged if the work is not collected within this period, and this charge is payable by the person presenting the Removal Order.
58. Artwork not collected by the specified date will be disposed of by whatever means available to Art with a Heart.

(Please note that 50-52 is not applicable to International Applicants.)

## Unsuccessful Entrants

### Collection Date and Times

59. Those works not included in the exhibition must be collected by or on behalf of the Artist by 4pm on the date specified.
60. Please note that a fee of £15 per week per work will be charged if the work is not collected within this period, and this charge is payable by the person presenting the Removal Order.
61. Artwork not collected by the date specified will be disposed of by whatever means available to Art with a Heart.

(Please note that 53-55 is not applicable to International Applicants.)

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