

Courtyard Arts and Community Centre

15th Courtyard Open Exhibition

Conditions of Entry 2022



Two works (maximum) per artist to be submitted in any medium; 2D and 3D works accepted.

Maximum dimensions:

2D: 100cm x 100cm; 3D: h100cm x w50cm x d50cm

All work must be framed and wired ready for hanging, except for work on canvas stretchers, where framing is optional but must still be wired for hanging.

Clip frames are not permitted. Works not ready for hanging may be rejected.

REQUIRED PRESENTATION OF WORK

- 1) All works must have a strung label visible from the front containing the following details:
Artist name / Title/ Edition number (if relevant)/ Medium/ Price (this must match information provided on the Entry Form)/ email address (legible).
- 2) Please mark "TOP" on the back of the work to indicate how the work should be viewed.
- 3) Please mark clearly with "NFS" if the work is not for sale.
- 4) Work should be protected with bubble wrap. Please cut a flap in the bubble wrap and secure with tape to allow easy access during the selection process.

SUBMISSION OF WORK AND FEES

Submitted artwork to be delivered to Courtyard

Arts Centre, Port Vale, Hertford SG14 3AA on:

Sun 3rd April: 10am - 2pm

Mon 4th April: 10am - 2pm

Artists not selected for exhibition will be contacted by email. Work not selected to be collected:

Thursday 7th Friday 8th and Saturday 9th April: 10am - 3pm

Unsold work to be collected at the end of the exhibition:

Saturday 30th April: 3pm - 4pm

Standard entrance fee - £15/artist

Courtyard Arts member entrance fee - £12/artist

PLEASE NOTE: the entrance fee is non-refundable, inclusion in exhibition subject to judges' selection.

30% commission is charged on all works sold.

INSURANCE

All exhibited work in the gallery is insured up to the value of £57,000 and individual pieces are insured up to £3,500. Our policy has an excess of £100. Courtyard Arts Centre or Hertford Theatre cannot pay for losses not covered by insurance. Video and other audio visual equipment is not covered by our insurance.

If your work is not covered by the above amounts

then you must take out your own additional insurance. Any claim made against our insurance would be subject to the excess deduction.

PUBLICITY

Images and descriptions submitted with – or as part of - your application may be used by

Courtyard Arts for publicity purposes. Courtyard Arts will produce a poster for the exhibition to be distributed to local venues, and will promote the exhibition online and via social media.

**Please address all queries to:
barbara.goult@courtyardarts.org.uk**