

# Courtyard Arts and Community Centre

## 17<sup>th</sup> Courtyard Open Exhibition



## Conditions of Entry 2024

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

Larger works may be accepted at the discretion of the Gallery Manager

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.

### SUBMISSION OF WORK AND FEES

Submitted artwork to be delivered to Courtyard Arts Centre, Port Vale, Hertford SG14 3AA on:  
**Saturday 30<sup>th</sup> March 10am - 2pm**

Artists not selected for exhibition will be contacted by email on 4<sup>th</sup> April. Work not selected to be collected:

**Friday 5<sup>th</sup> and Saturday 6<sup>th</sup> April: 10am – 3pm**

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

**Friday 3<sup>rd</sup> May: 10am-3pm**

**Saturday 4<sup>th</sup> May: 10am – 3pm**

**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

Courtyard Arts Centre does not provide insurance for artworks displayed in the gallery or anywhere else in the building. Artists are strongly advised to provide their own insurance for the perceived value of their work.

### 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 promote it online and via social media.

**Please address all queries to:**

**[barbara.goult@courtyardarts.org.uk](mailto:barbara.goult@courtyardarts.org.uk)**