

# **Atkins Gallery**

# **Open Exhibition Pack**



Terms and Conditions

Marketing Information for Exhibitors

Payment, Art Sales and Commission

Location Map

Exhibitor Agreement/Entry Form



## Atkins Building Gallery Open Exhibition Terms and Conditions

- Artist's work must be brought in and collected on the specified dates. Any uncollected work will be taken down and stored and Atkins Building takes no responsibility for any damage incurred whilst work is in storage.
- Atkins Building insurance for any works submitted for exhibition covers theft of contents and vandalism, subject to a £250 excess payable by exhibitor
- All works must be mirror plated and will be hung by the Atkins team following Health and Safety regulations and in accordance with the building's Grade Listing. Any work with unsecure or insufficient fittings or deemed too heavy to be safely secured to the boards will not be exhibited and we do not accept entries in clip frames.
- All work must be marked with the artist's name, the title of the work and the price (if it is for sale) – please ensure these details are clearly displayed, preferably on the back of the artwork or attached securely to the artwork on a tag
- Atkins Building will represent an artist in regards to selling work and take a 20% commission. If work is for sale, please provide the price on the label and entry form.
- Atkins Building reserves the right to alter exhibition dates in unexpected circumstances.
- Atkins Building will not store any exhibition packing material etc. at any time during an exhibition.
- Atkins Building reserves the right to use artist's work on the Atkins Building website and social media platforms with the images accredited to the artist.
- Artists/Exhibitors are to provide digital images upfront, if possible, to help create marketing material, please email these to [info@atkinsbuilding.co.uk](mailto:info@atkinsbuilding.co.uk)
- Size of individual 2D artwork/canvas must not exceed 1m in width. 3D works or sculptures may also be submitted but require a discussion with the Atkins team in advance so floor space can be allocated.
- Artists may exhibit a maximum of three items at a cost of £10 +VAT (£12). Payment is to be made in advance of submission

# Open Exhibition Marketing

## Atkins Logo

When distributing an image of the Atkins logo/Atkins Gallery logo, please ensure you do not stretch the image out so it becomes distorted and use the correct colour version (greyscale or full colour) for printed mediums. You must use the high-resolution for print media with the use of the low-resolution for use on web pages, social media etc.

## Social Media

When promoting your work on your social media platforms please tag Atkins Building using @Atkins Building Twitter and The Atkins Building Facebook and don't forget to provide your social media tags to the Atkins Team so your work can be tagged in social media posts.

## Events

The Gallery will host other functions on some occasions so this area may be utilised for parties, indoor markets, fairs, etc. and may also be used by Café Español at times when the additional space is needed. This will not intentionally impede the works on display but may result in some works being partially concealed or moved temporarily.

## Open Exhibition Entry, Art Sales and Commission

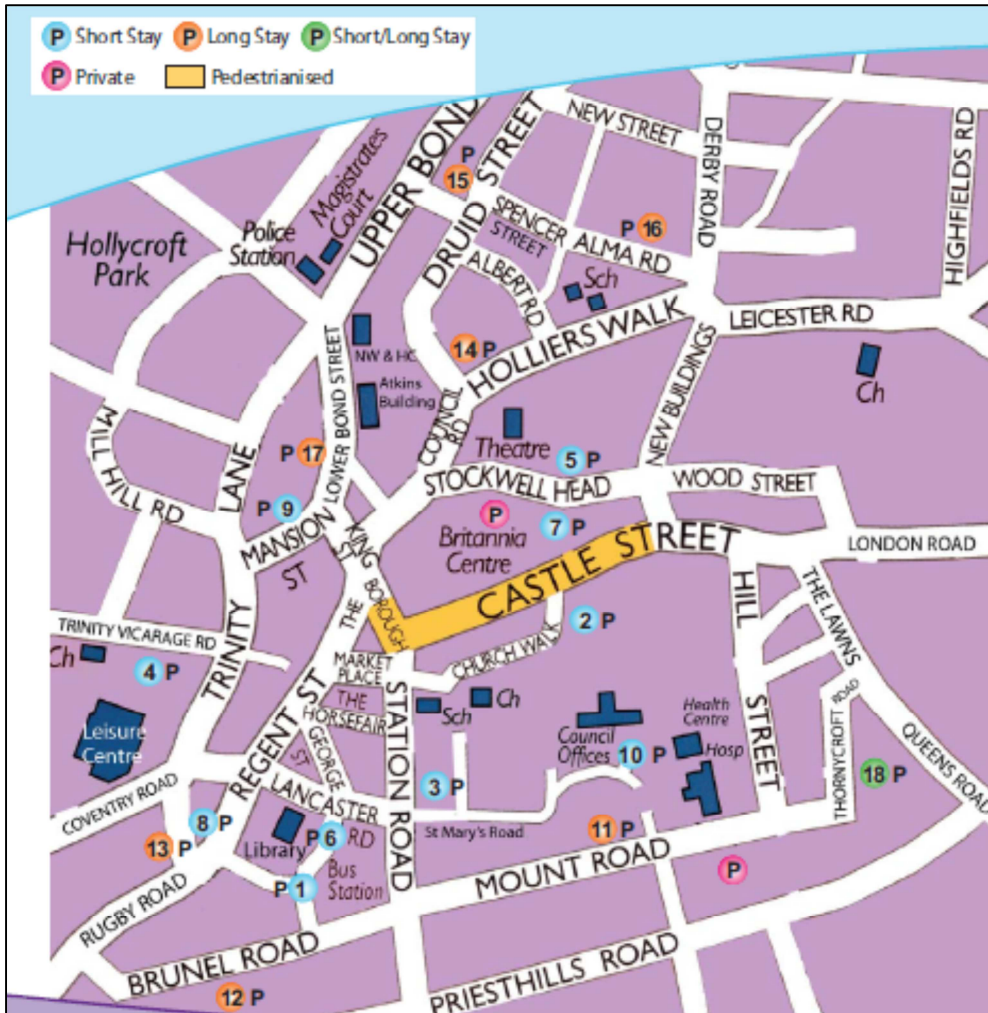
The charge for exhibiting work in the Open Exhibition is £10 +VAT (£12) for up to three pieces of artwork. Payment for entry into the Open Exhibition is via the HBBC website. Please ensure your name and contact details are correct and retain your web reference payment number.

To pay to enter the exhibition, go to <https://www.hinckley-bosworth.gov.uk/pay> Click on miscellaneous payments, select Atkins Building from the list and then select Exhibitors Fees from the drop down menu. After that you will need to fill in your details for the payment stage and (see screen capture below) once the transaction is complete a web payment reference number will be generated which will be required for the entry form.

The screenshot displays the 'Secure Online Payments' interface. At the top, it shows the Hinckley & Bosworth Borough Council logo and the text 'EXCELLENT RATED COUNCIL'. The current stage is 3 of 5. The payment amount is £5.00. The interface includes fields for Card Number, Card Holder Name, Expiry Date, Issue Number, Start Date, and Security Code. Logos for Maestro, MasterCard, and VISA are visible. The page also includes a 'Cancel' button and a 'Payment help' link.

Art sales will be handled by the Atkins Team using the secure payment method at <https://www.hinckley-bosworth.gov.uk/pay> Buyers will purchase the piece when onsite at Atkins Building using the above website via debit/credit cards, paying by credit card will incur a 2.2% surcharge which will be added to the buyers' transaction.

The Atkins Building will take 20% commission on any sale of art displayed in the Gallery and exhibitors will be paid by BACS minus the commission. If you are planning to sell any items in the exhibition please provide a member of the Atkins Team with your BACS details. Please make sure they are correct as Atkins Building will accept no responsibility if incorrect bank details are given.



## Atkins Building Location and Nearest Car Parks

Lower Bond Street Long Stay Car Park - opposite main entrance

Druid Street and Holliers Walk Long Stay Car Park – before the rear driveway entrance

A main route Bus Stop is opposite the Main entrance and local Train Station a 10 minute walk away.

30 minutes no return within 60 minutes spaces are available in the rear Courtyard at Atkins Building and on Lower Bond Street.

Atkins Building                              01455 247070  
 Lower Bond Street  
 Hinckley  
 Leicestershire  
 LE10 1QU

Please note that entering our postcode in Sat Navs etc will bring you to the front of the building on Lower Bond Street

# Atkins Gallery Open Exhibition Terms and Conditions Agreement

**Exhibition Dates** 15/07/16-13/08/16

**Name of Exhibition** Themed Open Exhibition – Local Landscapes

*Who or what is in your local landscape? Idyllic countryside, people at the bus stop, historic or iconic buildings or the view from your bedroom window? Submissions interpreting the theme in a variety of media are welcome*

**Cost of Exhibition** £10+VAT (£12) for up to 3 pieces

**Web Reference Payment number** .....

Submission dates: 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> July

Collection dates: 15th-19th August

I/We the Artist(s) agree to the above Terms and Conditions and understand and accept the information outlined above.

Signed by the Artist(s) .....

Name(s) .....

Contact Details .....

Date .....

I/We the Artist(s) state that this is the condition of the artwork prior to exhibiting to be completed with a member of the Atkins Team. (Photographic documentation may need to be provided to show the artwork’s condition in some instances). Please provide a value of the work for insurance purposes.

Title of Artwork	Insurance	Selling Price	Condition when submitted	Signature /Date