

Atkins Gallery

Open Exhibition Pack



Open Exhibition Brief

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Open Exhibition Brief

The Artist's Process

Overview

The Artist's Process is an exhibition dedicated to showcasing not only finished artworks, but the unique paths artists take to create them. The aim is to highlight the depth, originality, and distinctly human nature of creative practice. Artists are invited to submit work in any medium and any style, provided they also exhibit evidence of their creative process. This exhibition champions authentic human imagination. To maintain the integrity of the theme, AI-generated images or AI-driven visual creation tools may not be used in the production of submitted artworks.

What to Submit

- Any form of artwork (painting, drawing, sculpture, print, photography, textiles, digital art, mixed media, installation, etc.)
- Process materials, which can include sketchbooks or scanned pages, progress photos, material experiments, notes, diagrams, mood boards, and anything else that shows development from idea to outcome.

We are looking forward to seeing your submissions and creative process to join our annual local artist showcase

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. Artists will be charged per £10 day for storing artworks outside the exhibition parameters.
- 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. 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 regarding 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 to promote the exhibition.
- Artists/Exhibitors are to provide digital images upfront, if possible, to help create marketing material, please email these to 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 or display cabinet space can be allocated. If your 3D work is designed to be wall mounted, please include mirror plate fittings.
- Artists may exhibit a maximum of three items at a cost of £15 (£12.50+VAT). Payment is to be made in advance of submission.

Marketing Information for Exhibitors

Social Media

When promoting your work on your social media platforms please tag Atkins Building using **@AtkinsBuilding** on Instagram and 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 children's activities, indoor markets, business events, and community events etc. This will not intentionally impede the works on display but may result in some works being partially concealed or moved temporarily. The exhibition will be promoted alongside the event.

Artist Statements

You can write your own artist statement to accompany your artwork and creative process materials. This will be displayed as part of the exhibition and provides extra insight into your work. It is your choice whether you would like to write a description for each individual piece or write one general statement outlining your approach to the brief. Please include your inspiration, techniques or medium used etc. Any evidence that is available digitally can be incorporated through word processing into to your text statement.

Please email your artist statement(s) to info@atkinsbuilding.co.uk in advance (before the submission dates) so these can be prepared for the exhibition.

If possible please email some jpg images of your artwork to be used in promotional material in the run-up to the exhibition.

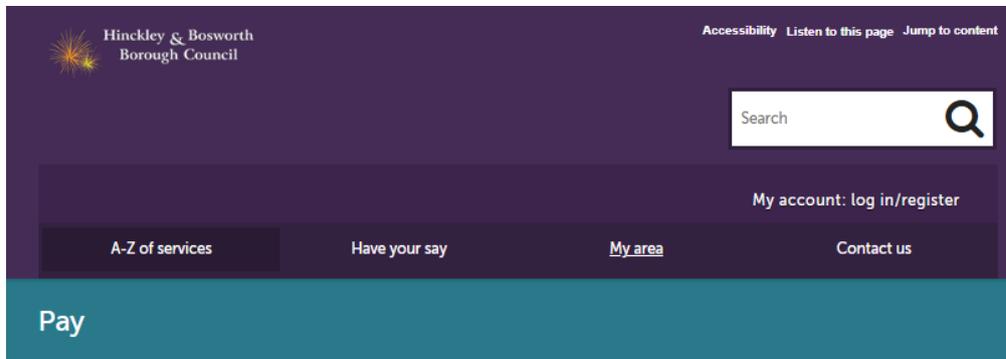
Atkins Gallery Opening Times

Atkins Gallery is open Monday to Friday 09:00-17:00 and is closed on Bank Holidays. Additional evening and weekend opening times will be advertised closer to the exhibition date.

Open Exhibition Entry, Art Sales and Commission

The charge for exhibiting work in the Open Exhibition is £15 (£12.50+VAT) 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 **All miscellaneous payments**, scroll down to Atkins Building and then select **Exhibitors Fees** from the menu (see screen capture below). After that you will need to fill in your details for the payment stage and once the transaction is complete a web payment reference number will be generated which will be required for the entry form.



[Home](#) > [Pay](#)

Pay for council services using your Visa, Mastercard, Maestro, Solo, Electron or Delta card

- Find out [more about paying online](#)
- Please read [our payment terms and conditions](#)

 Pay council tax

 Pay housing rent

 Pay an invoice

 Pay business rates

More payments

- > [Pay a fine](#)
- > [Pay parking fine \(leicestershire.gov.uk\)](#)
- > [Pay BID levy](#)
- > [Pay overpaid housing benefit](#)
- > [More about invoices and overpayments](#)

Miscellaneous payments

- > [All miscellaneous payments](#)
- > [Pay for a planning service](#)
- > [Pay for a licence or registration](#)
- > [Pay for a bins, rubbish, recycling or street cleaning service](#)
- > [Pay for a pests, pets, pollution and food hygiene service](#)

Art sales will be handled by the Atkins Team using the secure payment method at <https://www.hinckley-bosworth.gov.uk/pay> or the onsite card payment machine. Buyers will purchase the artwork using debit/credit cards only.

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.

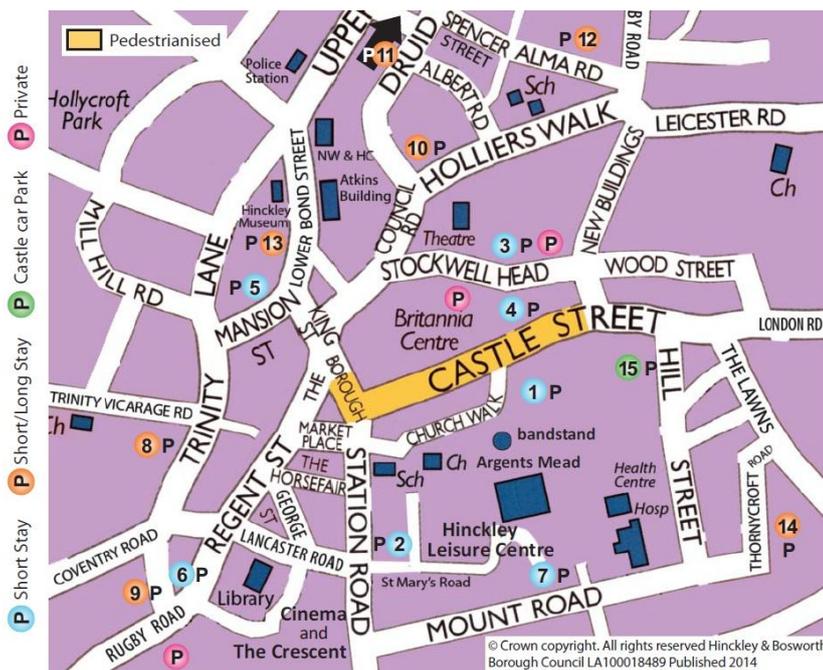
COVID-19 Secure Measures

From 24 February 2022 the Government removed any remaining domestic restrictions in England but still advises safer behaviours to reduce the risk of catching and passing on the infection.

- Wearing a face covering in crowded and enclosed spaces, especially where you encounter people you do not usually meet.
- Trying to stay at home if you are unwell.
- Taking a test if you have COVID-19 symptoms, and staying at home and avoiding contact with other people if you test positive.
- Washing your hands and following advice to 'Catch it, Bin it, Kill it'.

Atkins Building will comply with any national or local COVID-19 restrictions at the time of the exhibition.

Atkins Building Location and Nearest Car Parks



Hinckley Car Parks & Charges

Short Stay Car Parks

Up to 1 hour	60p
Up to 2 hours	£1.20
Up to 3 hours	£2.00
Up to 4 hours	£3.00
Over 4 hours	£6.00

Locations (see map)

- 1 Church Walk (max 3 hours)
- 2 St Marys Road (max 3 hours)
- 3 Stockwell Head
- 4 Rear of Castle Street
- 5 Mansion Street
- 6 Trinity Lane East
- 7 Leisure Centre

Leisure Centre members may park for 3 hours whilst displaying a valid 60p pay & display ticket with a Leisure Centre permit

Castle Car Park (Hill Street)

Up to 1 hour	60p
Up to 2 hours	£1.20
Up to 5 hours	£2.00
Over 5 hours	£4.00

15 (see map)

Short/Long Stay Car Parks

Up to 1 hour	60p
Up to 2 hours	£1.20
Up to 5 hours	£1.60
Over 5 hours	£2.50

Locations (see map)

- 8 Trinity Vicarage
- 9 Trinity Lane West
- 10 Holliers Walk
- 11 Druid Street
- 12 Alma Road
- 13 Lower Bond Street
- 14 Thornycroft Road

The charges apply for all car parks between **8.00am** and **6.00pm** **Monday to Saturday***

* Please note: **FREE CAR PARKING** on **Sundays** and **bank holidays** in council car parks

The three nearest Pay and Display car parks are Lower Bond Street, Druid Street and Holliers Walk. These car parks can be paid for with either cash, contactless card, or the Pay by Phone app.

There are 30 minutes no return within 60 minutes parking spaces available in the rear Courtyard at Atkins Building accessed from Druid Street via the shared driveway with our neighbour NWSLC, the further education college.

Lower Bond Street has bus stops for local bus services and the local Train Station is a 10–15-minute walk away.

Atkins Building
Lower Bond Street
Hinckley
Leicestershire
LE10 1QU

01455 247070

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

Submission of artworks 29/06/2026-03/07/2026

Exhibition opens 13/07/2026

Exhibition closes 14/08/2026

Collection of artworks 18/08/2026-21/08/2026

Name of Exhibition Open Exhibition -The Artist's Process

Cost of Exhibition £15 (£12.50+VAT) for up to 3 pieces

Web Reference Payment number

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

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

Process material description to accompany artwork, if physical. If it is a digital submission note, it below	Insurance	Condition when submitted	Signature /Date

How we will use your information

Your information will be used so that we can deliver a public service. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data Protection law describes this legal basis for handling your information. Your data will only be used by Hinckley & Bosworth Borough Council and our partners for the reasons it was collected. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. Read more about how we use personal data on our privacy notice page: <https://www.hinckley-bosworth.gov.uk/privacy>

For the terms and conditions of making payments on HBBC website please see <https://www.hinckley-bosworth.gov.uk/payterms>