

Atkins Gallery

Open Exhibition Pack



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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
- 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
- The Gallery will host other functions on some occasions so this area may be utilised for parties, indoor markets, fairs, etc. This will not intentionally impede the works on display but may result in some works being partially concealed or moved temporarily.

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. You must use the high-resolution for print media and low-resolution ok for use on web pages, social media etc. For digital copies of the logo please ask a member of the Atkins Gallery team

Social Media

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

Artist Statements

You can write your own artist statement to accompany your artwork – 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. You can include your inspiration, techniques and medium used, or include the story that accompanies the piece(s).

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

Exhibitor Images

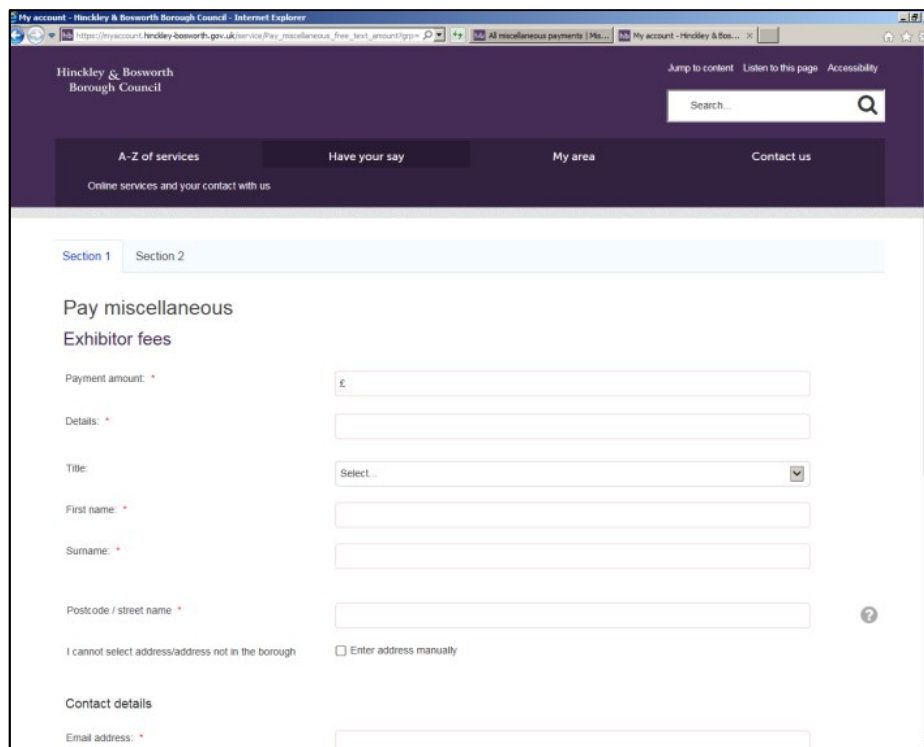
If possible please email some jpg images of your artwork to be used in promotional material in the run-up to the exhibition, if the files are very large in size please email them in batches instead of one large attachment. Please note the Atkins Team are not always able to access file sharing sites or services so where possible please opt for sending your images as an email attachment.



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.

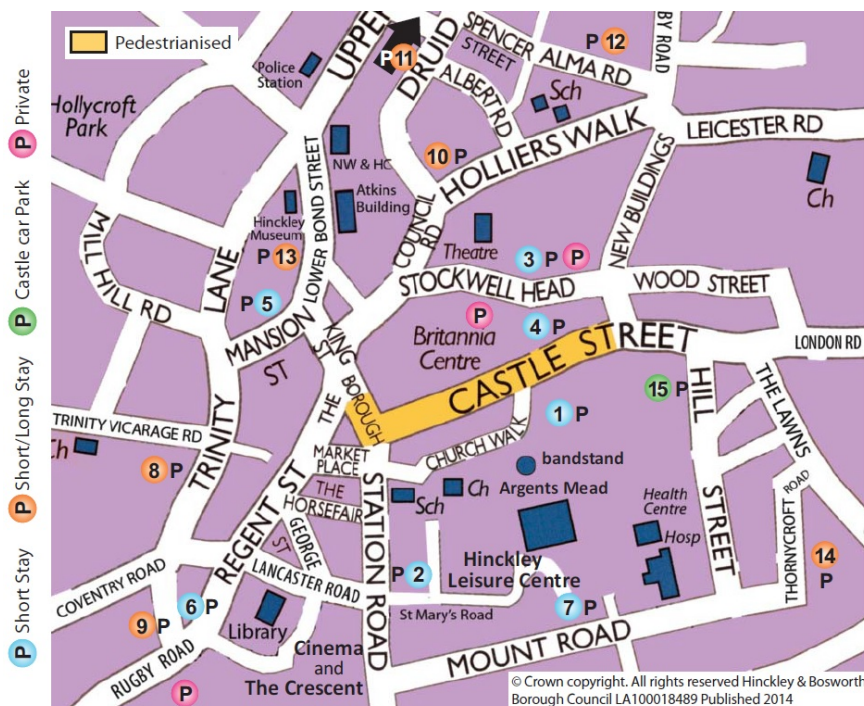
To pay to enter the exhibition, go to <https://www.hinckley-bosworth.gov.uk/pay> Click on miscellaneous payments, find Atkins Building from the list and then click on Exhibitors Fees. After that you will need to fill in your details for the payment stage and (see screen capture below) once the transaction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

The screenshot shows a web browser window with the URL 'https://myaccount.hinckley-bosworth.gov.uk/entries/Pay_miscellaneous_free_text_amount/gp...'. The page header includes the Hinckley & Bosworth Borough Council logo and navigation links: 'A-Z of services', 'Have your say', 'My area', and 'Contact us'. A search bar is also present. The main content area is titled 'Pay miscellaneous Exhibitor fees' and contains several form fields: 'Payment amount' (with a pound symbol), 'Details', 'Title' (a dropdown menu), 'First name', 'Surname', 'Postcode / street name', and 'Email address'. There is also a checkbox for 'Enter address manually' and a help icon. The form is divided into 'Section 1' and 'Section 2' tabs.

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



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

Parking information correct at the time of publication

Lower Bond Street is on a main bus route and the local Train Station is a 10 minute walk away.

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

Atkins Building
Lower Bond Street
Hinckley
Leicestershire
LE10 1QU

01455 247070
info@atkinsbuilding.co.uk

Atkins Gallery Open Exhibition Terms and Conditions Agreement

Exhibition Dates 15 July to 16 August 2019

Name of Exhibition Open Exhibition – Travels and Transport

The theme of this year's Open Exhibition is Travels and Transport celebrating the Hansom Cab and Hinckley's contribution to the transport industry with 2D and 3D interpretations of the theme welcome. Your piece could be about a physical or personal journey, a favourite vehicle you've owned or would like to own, views and experiences from your travels from home and abroad, inspiration from heritage transport like the Hansom Cab or the Flying Scotsman, inspiration from daily or special journeys or different ways of travelling by land, sea or air.

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

Web Reference Payment number

Submission dates: 1 July – 5 July 2019 Collection dates: 19 August – 23 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

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.

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>