

# 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](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
- 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 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 **@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 portrait.

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

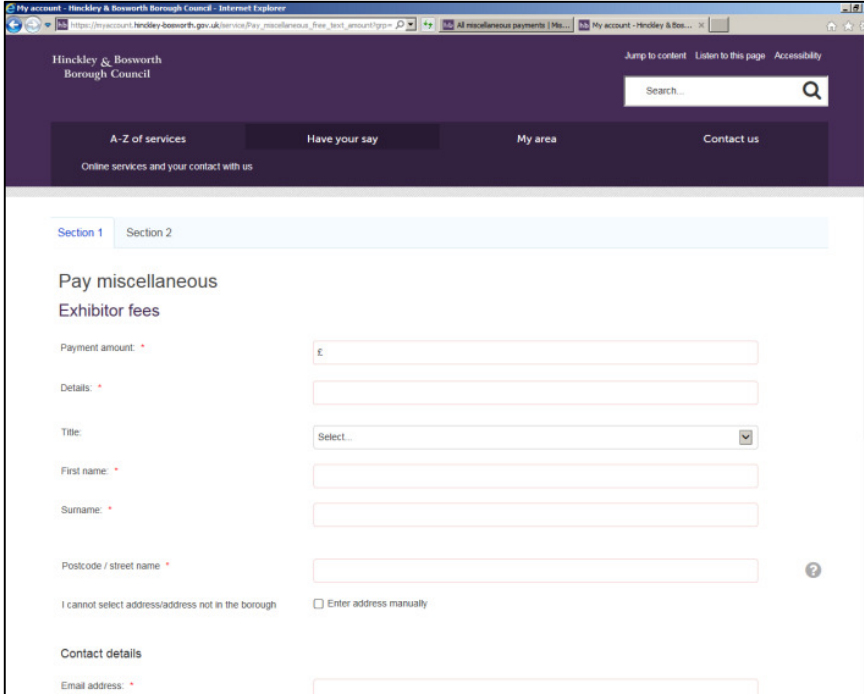
## Exhibitor Images

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.



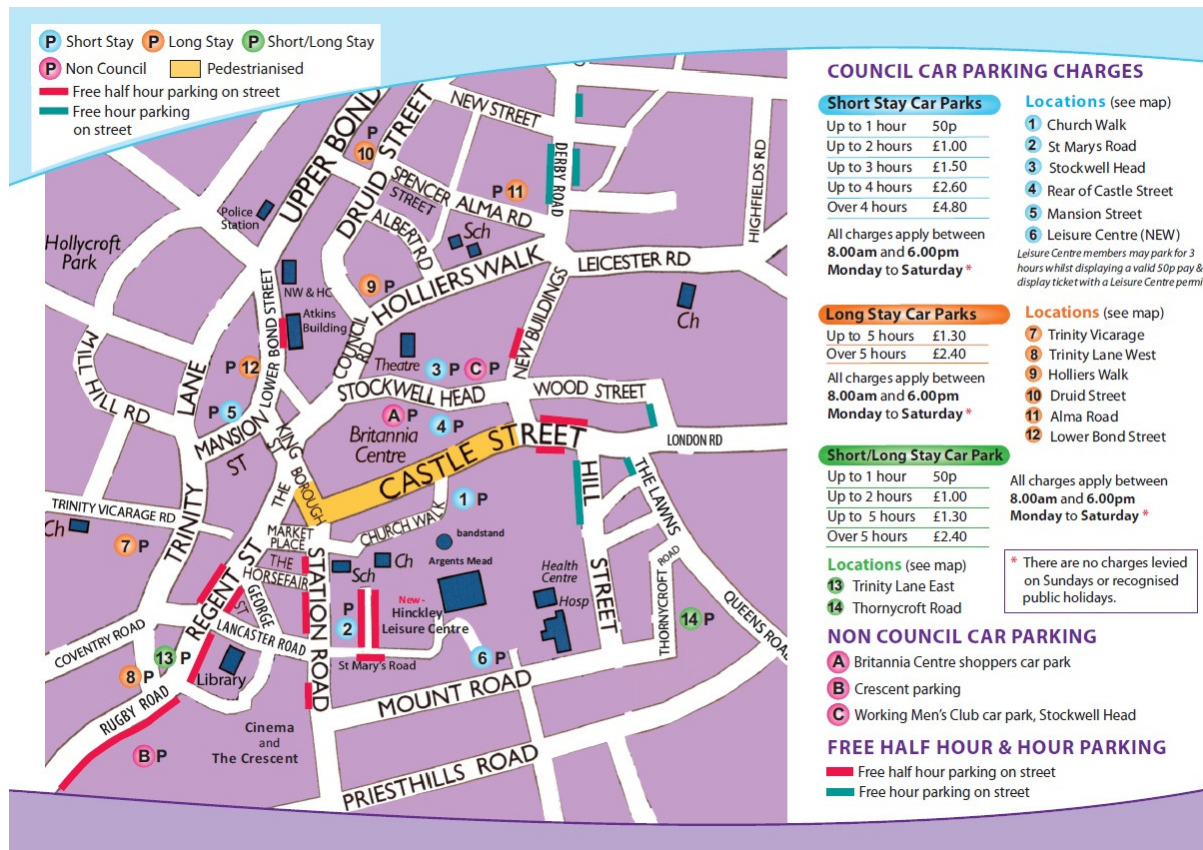
The screenshot shows a web browser window displaying the Hinckley & Bosworth Borough Council website. The page is titled "Pay miscellaneous Exhibitor fees" and is part of a "Pay miscellaneous" section. The form includes the following fields:

- Payment amount: £ [input field]
- Details: [input field]
- Title: [input field]
- First name: [input field]
- Surname: [input field]
- Postcode / street name: [input field]
- I cannot select address/address not in the borough:  Enter address manually
- Contact details: [input field]
- Email address: [input field]

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



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](mailto:info@atkinsbuilding.co.uk)

## Atkins Gallery Open Exhibition Terms and Conditions Agreement

**Exhibition Dates** 09/07/2018 - 27/07/2018

**Name of Exhibition** Open Exhibition – Portraits

Whether it is a person or an animal portrait; be inspired by the portrait painters of history, contemporary 20<sup>th</sup> century artists like Andy Warhol or create a portrait in your own style. This wide encompassing theme encourages a variety of interpretation on the theme of portraits in a range of mediums.

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

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

**Submission dates: 25th – 29th June 2018 Collection dates: 31<sup>st</sup> July – 3<sup>rd</sup> August 2018**

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>