

# Atkins Gallery

## Open Exhibition Pack



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# Open Exhibition Brief

HBBC 50 Open Exhibition, a celebration of our Borough through the decades

In 2024 Hinckley & Bosworth Borough Council celebrates its 50th year as a borough council and, with that in mind we are looking closer to home for inspiration for this year's open exhibition.

Here are some prompts to get you started on your HBBC 50 piece.

- Local landscapes, be it natural or urban.
- Key figures in the Borough's history
- Key figures in the Borough now
- Your favourite places in the Borough
- Favourite event for example the Mallory Mile at Kirkby Mallory, Hinckley Car Show, Feast Hinckley or Burbage Common Open Day
- An achievement by a local charity or club that had an impact on the Borough for example the Islastones Memorial or the purpose-built Squash courts made possible with Hinckley Squash & Racketball Club.
- Historical sites like Bosworth Battlefield, Atkins Building or Hinckley & District Museum or any buildings with unique architectural design.
- Capturing change in the borough
- The future of the Borough
- Celebrity visits to the Borough for example Princess Margaret who visited Atkins Building in 1972, Prince Edward who visited NWSLC Hinckley Campus in June 2013, Prince William on the factory tour at Triumph Motorcycles in February 2018, Liz Hurley visiting Twycross Zoo in 2005, BBC Antiques Roadshow glass expert Andy McConnell visiting an exhibition at Atkins Building in June 2016 or Alan Titchmarsh filming a garden makeover in Hinckley in March 2022.



## 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.

# Marketing Information for Exhibitors

## Atkins Logo

When distributing an image of the Atkins logo/Atkins Gallery logo, please ensure you do not stretch the image so it becomes distorted. You must use the high-resolution for print media.

## Social Media

When promoting your work on your social media platforms please tag Atkins Building using **@AtkinsBuilding** Twitter, 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 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. The exhibition will be promoted alongside the event.

## 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 or medium used etc.

Please email your artist statement(s) to [info@atkinsbuilding.co.uk](mailto: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.

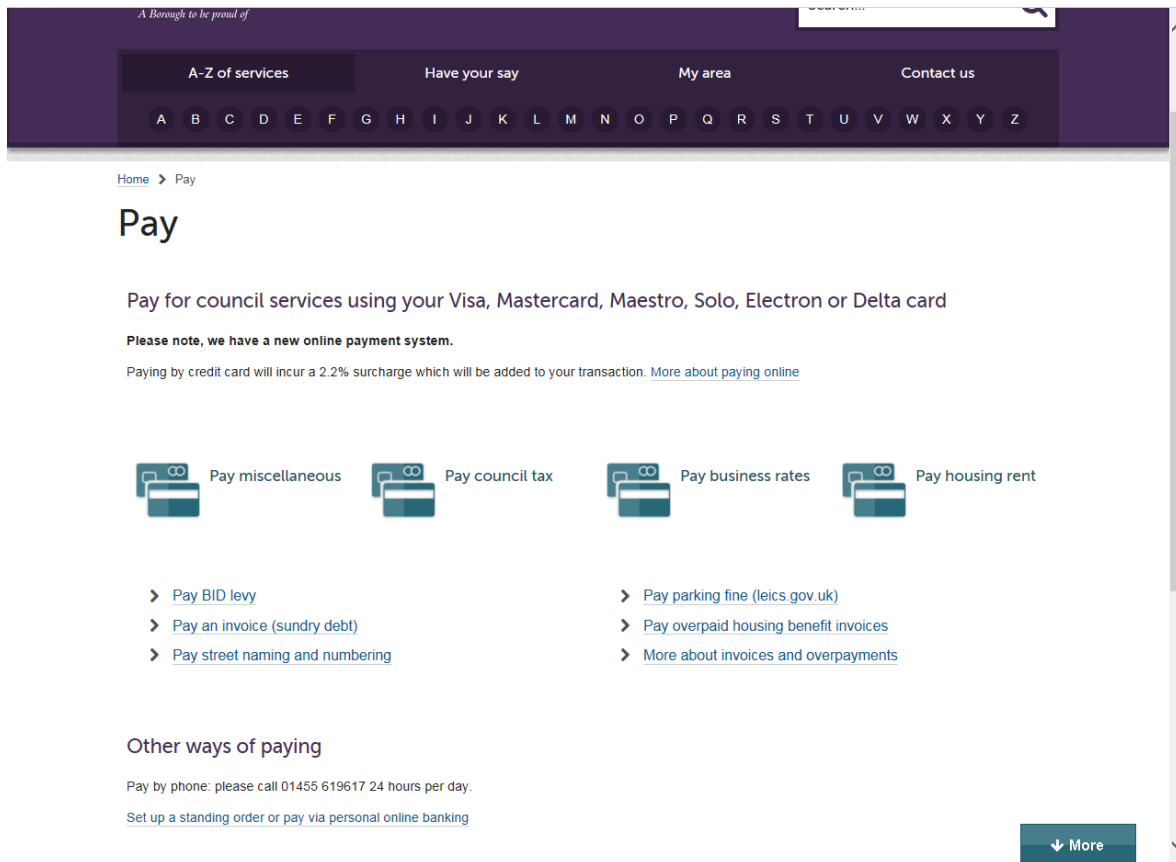
## Atkins Gallery Opening Times

Atkins Gallery is open Monday to Friday 09:00-17:00 and is closed on Bank Holidays.

## Open Exhibition Entry, Art Sales and Commission

The charge for exhibiting work in the Open Exhibition is £12 (£10+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 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.



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.

## **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 Gallery Open Exhibition Terms and Conditions Agreement

**Exhibition Dates**

**Submission** 01/07/2024- 05/07/2024

**Exhibition opens** 15/07/2024

**Exhibition closes** 09/08/2024

**Collection** 13/08/2024 -16/08/2024

**Name of Exhibition** Open Exhibition – HBBC 50

**Cost of Exhibition** £12 (£10+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.



## **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>