

## Open [4] at Salford Museum and Art Gallery

### Submission guidelines

This is your chance to exhibit your work at Salford Museum and Art Gallery. Open to all artists living, working, studying or born in Salford. There is no age or medium restriction.



### How to enter

Hand-in will take place at Salford Museum and Art Gallery from **Thursday 5 September to Sunday 8 September 2024** and you will need to book online and select a day to deliver your work.

You will also be asked to answer a series of questions when booking. Please ensure you complete all the questions when making your booking as this information is needed to process your entry.

### Entry fee

£5 per entry, up to 2 entries per artist.

This is non-refundable and will need to be paid via the website when entering.

### Hand-in

Please bring your labelled work on the agreed day to **Salford Museum and Art Gallery, Peel Park, The Crescent, Salford, M5 4WU**.

Please note there is a pay and display car park directly in front of the museum or we are very close to Salford Crescent railway station and on numerous bus routes.

You can arrive at any point during the day you have booked. We are open from 9.30am – 4.00pm on Thursday and Friday and from 11.30am – 4.00pm on Saturday and Sunday. The gallery cannot accept submissions during any other time. You can arrange for someone else to bring your work for you. Works sent by post or carrier will not be accepted. You will need to unwrap your work and take away the packaging during hand-in. No handling assistance is available.

You will be notified by Wednesday 11 September if your work has not been selected. Any unselected work will need to be collected from the Gallery between Friday 13 September and Sunday 15 September. The Exhibitions Manager will confirm this with you. You will only be contacted if your work has **not** been selected. Any unselected work left on the premises after the agreed collection time will be disposed of.

### Exhibition dates

The exhibition is open to the public during our usual opening times from Saturday 21 September to Sunday 1 December 2024. We will be holding the Awards Presentation on Saturday 9 November. We will keep all artists updated about the event.

It is the artist's responsibility to collect any NFS (not for sale) or unsold works from the Gallery at the end of the exhibition. This will be between **Thursday 5 December and Sunday 8 December** during opening hours.

You will be notified if any/all of your works were sold and arrangements made for payment. Any unsold works left on the premises after the 8 December (unless by prior agreement) will be disposed of.

### **Prizes**

There will be a number of prizes awarded including First Prize, a People's Choice Award and additional sponsored awards.

### **Sale of work**

All sales of work during the exhibition period will be dealt with by the Gallery and will be subject to 40% commission. All works will remain displayed in the exhibition until the end of the exhibition period. The prices are non-negotiable. Artists will be paid for any sales minus commission by BACS after the end of the exhibition.

### **Terms and Conditions**

- The exhibition will be held at Salford Museum and Art Gallery from 21 September to 1 December 2024.
- All artwork for the exhibition will be chosen by a selection panel including a guest judge. Their decisions will be based on artistic quality, integrity and a desire to achieve a diverse exhibition. The selector's decisions will be final and no discussion will be entered into.
- All work must be ready for display prior to delivery including labelling, framing and fixings.
- Work submitted must have been produced in the last 2 years and must not have been exhibited previously at Salford Museum and Art Gallery.
- The Gallery reserves the right to refuse any works unsuitable for display.
- All selected artwork is arranged and installed by the Gallery.
- All works entered should, if required, be insured by the artist against loss or damage whilst at the Gallery. Salford Museum and Art Gallery will not insure any works and can not be held liable for any loss or damage to work or frames however caused.
- All proceeds from entry fees and commission from sales help to support the work of Salford Museum and Art Gallery.
- Images of the selection process, submitted and exhibited work may be used for publicity purposes.
- Artists may be contacted for information regarding press releases and other publicity related material.
- Please note we allow photography in our galleries.
- All communication from the Gallery will be via email.
- Please help to promote the exhibition using your social media. You can link up to Salford Museum and Art Gallery on Facebook, Instagram (salford\_museum) and X (@salfordmuseum).

## How to prepare work

### Labelling work:

Each artwork must be clearly labelled on the back with title, artist name and sales price/NFS (not for sale), which MUST correspond to the information given at the time of booking. All wall hung works should also have a hanging label attached - this will need the same information, but attached by a piece of string long enough to dangle over the front of the work during the install.

### Framed or wall hung works:

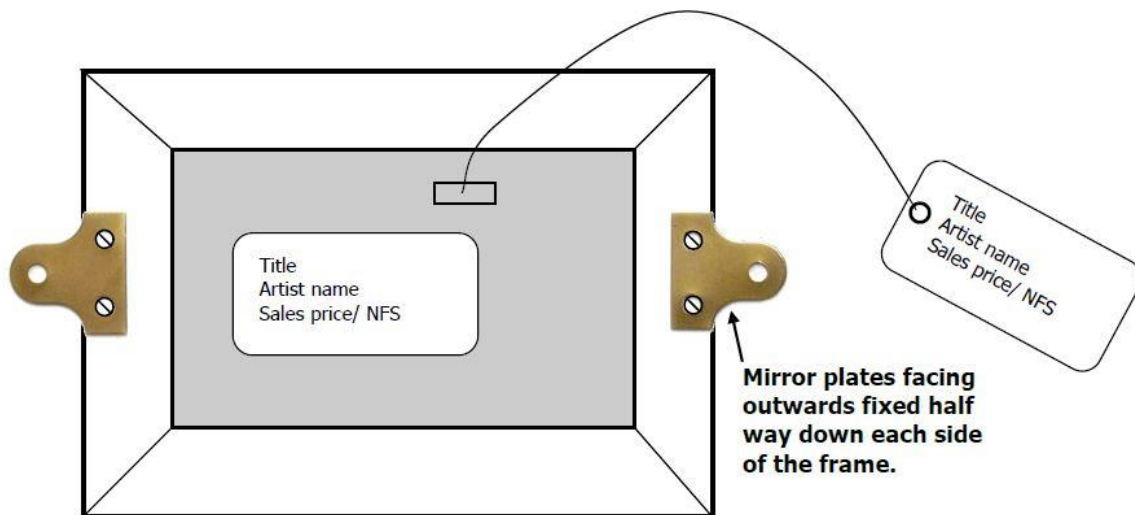
All works to be hung on the wall must be fitted with mirror plates. Works must be securely and appropriately framed. Clip or metal frames will not be accepted. For textiles mirror plates can be fixed to a baton.

### 3D work:

We welcome 3D work, craft and sculpture, although we may be limited by case and plinth space.

### Digital:

We welcome digital work, but we have limited resources and equipment. Please contact the Gallery to discuss how we can accommodate your digital work on [exhibitions@scll.co.uk](mailto:exhibitions@scll.co.uk)



The Gallery will make every effort to show selected work, however we may be limited by space if there is a large number of applications. We also can not guarantee to show any over-size (bigger than 150cm in any direction) or over-weight (if it needs more than one person to carry it) works that may obscure other works or be difficult to install. The Gallery reserves the right to refuse any works unsuitable for display. The Gallery's decision is final.