

Reflection - Terms and Conditions

Please read terms & conditions carefully before sending in your application. By entering the open call you will be agreeing to terms laid out below.

Abbreviations:

SG – Surface Gallery

Gallery – Surface Gallery ground floor gallery space

Payment

- Each artist can submit one artwork for £10, three for £15 and six for £25. This must be received before the application deadline for consideration the selection process.
- The entry fee is a non-refundable administration fee and payment does not in any way guarantee selection in the exhibition.

Artwork

- Up to six paintings can be submitted per application.
- Artwork should have a maximum height/width of 280cm. This is so that it can fit through SG's front entrance. If your artwork exceeds this size but you believe it can fit inside (if it's something that could be assembled inside, for example), that's fine, please state this when describing your artworks dimensions on the application form.
- The number of submissions accepted depends on curatorial decisions. We will endeavour to make full use of the exhibition space, without overcrowding it.

Images & Text

- Image files submitted for *Reflection* should be a maximum file size of 3mb each, and clearly labelled with the artist's name and title of piece.
- Artists can submit up to three images per artwork with their application.
- Selected Artist's images, artist statements or other materials may be used for Surface Gallery's archive, advertising and publicity for current and future exhibitions.
- While SG will endeavour to prevent breaches of copyright, SG will be in no way held responsible for any such breaches that may occur.

Delivery and return of Artwork

- Selected Artists are responsible for both the delivery and collection of artwork to and from the gallery, this should be in line with the dates and times SG will provide if selected.
- This includes payment of postage, courier services, transit/postage insurance, packaging, shipping and any VAT costs.
- Artists are also responsible for ensuring that their artwork is packaged correctly. If the artist wishes for SG to package artwork after the exhibition, sufficient packaging should be provided by the artist for this with clear instruction of how the piece should be packaged.
- SG will not be held responsible for any damages that may occur to any equipment and artwork whilst in transit.
- Artists are responsible for arranging collection of their artwork within three weeks of the end of the exhibition. Artwork not collected by then may be used to brighten our office.

Surface Gallery, 16 Southwell Road, Nottingham, NG1 1DL

Normal Opening Times: Tuesday- Friday, 12am – 6pm Saturday, 11am-5pm.

Surface Gallery Co-operative Limited Reg. No. 28993 R. The Industrial and Provident Societies Act 1965.

Insurance of Artwork

- Artists are responsible for insuring against any loss or damage that may occur to artworks, equipments and property while it is in transit, during installation and during its time in the Gallery.

Care of Artwork

- Selected artists should provide clear instructions for how any selected artwork provided should be handled whilst in SGs care.

Equipment

- Artists are responsible for ensuring that any electrical equipment they provide for the exhibition has been PAT tested.

What Surface Gallery will do:

- SG will select all artwork, and be responsible for the curation, installation and de-installation of artworks.
- SG will market the exhibition; this will include distributing a press release and creating a flyer to promote the exhibition.
- Promotional information will be distributed to SGs mailing list contacts, published online on the SG website and on other online spaces, including Twitter and Facebook, and advertised online in arts website listings and publications.
- SG will distribute exhibition flyers to key areas in Nottingham and some of the wider East Midlands area.
- SG will promote all exhibiting artists on the SG website.
- SG will be responsible for handling any sales of artworks during the exhibition.
- SG will organise an evening reception for the exhibition, this will be open to the public.
- SG will be available to speak with exhibitors during SG opening hours, please note that during installation periods opening hours may vary from the advertised hours.

Details of the *Reflection* prize winner:

- One overall prize winner will be selected from all the artists exhibiting in the exhibition.
- The winner will receive a one week solo exhibition in Surface Gallery's Main Gallery space in 2019.
- The solo exhibition will be free of charge to the winning artist. This means that the artist will be given the gallery space to exhibit for the one week period with no hire charges. This excludes artwork insurance, delivery costs and any additional costs relating to the creation and installation of artwork, which should be met by the exhibitor.
- SG and the prize winner will liaise to organise dates for this exhibition and installation.
- The exhibition will be curated in collaboration with SG.
- SG will market the exhibition as above, and promote the winning artist on the SG website.
- The Prize winner's exhibition should feature a body of new work produced by the artist following *Reflection*.

Please address all enquires to info@surfacegallery.org / 0115 947 0793

Surface Gallery, 16 Southwell Road, Nottingham, NG1 1DL

Normal Opening Times: Tuesday- Friday, 12am – 6pm Saturday, 11am-5pm.

Surface Gallery Co-operative Limited Reg. No. 28993 R. The Industrial and Provident Societies Act 1965.