



Hertfordshire Open 2020

SUBMISSION GUIDELINES

HERTFORDSHIRE OPEN 2020

Introduction

UHArts in partnership with St Albans Museum + Gallery are delighted to launch a showcase of Hertfordshire's creative talent as part of Hertfordshire Year of Culture 2020. Uniting visual artists with a connection to Hertfordshire, this exhibition brings a rich selection of artistic ideas and approaches to the centre of St Albans. We welcome applications from practicing artists – individuals and collectives – working in any medium. The exhibition will be selected by an independent panel of judges and presented within the St Albans Museum + Gallery's Weston Gallery as a key event in the 2020 programme.

Dates for your diary

Bursary deadline:

Friday 22 November 2019

Submission deadline

Friday 29 November 2019, at 5pm

Notification of selected works

End of January 2020

Delivery of selected works

Friday 27 – Sunday 29 March 2020

Exhibition

4 April – 21 June 2020

Opening Reception

3 April 2020, 6 – 8pm

Exhibition Venue: Weston Gallery, St Albans Museum + Gallery, Town Hall, St Peters Street, St Albans, AL1 3DH

Eligibility: We welcome applications from practicing artists – individuals and collectives – working in any medium. Applicants should be over the age of 18 and have a connection to Hertfordshire. This includes artists living in Hertfordshire or those who have recently studied or worked in the county. Applicants will need to outline this in their application form.

In this context, we define a “practicing artist” as a person regularly engaged in creating art and interested in sharing their work with others. This may include having studied art through formal education or informal skills development and may include earning money through your work.

We particularly welcome applications from artists that are under-represented in the sector, including black and minority ethnic candidates, candidates from diverse socio-economic backgrounds, and/or candidates with disability.

Entries: Artworks should have been created within the past three years. Artists may submit one application with a maximum of three artworks per submission, in any medium (see Suitability of Work Section C).

Entry fee: £25 (non-refundable).

Bursary: If the entry fee is a financial barrier and prevents your application, there are five bursaries available. Please use the Application Form to outline how receiving a bursary would enable you to build on your artistic practice.

Deadline for Bursary application: 22nd November 2019.

Please note: in the event of us receiving a greater number of bursary applications than places available, we will make a comparative assessment of all applications received by the bursary deadline (22nd November 2019). This bursary covers the cost of entry only and does not guarantee that your work will be selected for the exhibition.

Prizes: will include a solo exhibition at St Albans Museum + Gallery and a range of other awards.

Judges: A panel of judges will select the artworks for the exhibition and the prize winners. The panel will include:

Maurice Davies, former Head of Collections at the Royal Academy of Arts, London.

Phil Healey, Dean of the School of Creative Arts at the University of Hertfordshire and previously Head of the Department of Visual Arts and Design at Middlesex University.

Annabel Lucas, Head of UHArts (University of Hertfordshire) with over 20 years’ experience of programming, curating, commissioning contemporary and modern visual art.

Liz West, a British artist whose broad body of work includes site-specific installations, sculpture and wall-based artworks. She has exhibited her work across the world in both solo and group exhibitions and studied at Glasgow School of Art graduating in 2007.

<http://www.liz-west.com/about>

A. Conditions of Submission

Artists may submit one application, including a maximum of three artworks, with one image representing each work. Multiple applications from the same artist or those which exceed three artworks will not be accepted. Works submitted should have been created in the past three years.

Submissions should be sent as a single email to uharts@herts.ac.uk:

- attachments cannot exceed 10MB in total
- email subject line should read 'Hertfordshire Open 2020 Application'
- you should receive email confirmation of your submission within three working days, if not please call 01707 285395

One image per work:

- must be in JPEG format and a maximum of 2MB per image
- film works should be submitted via WeTransfer
- all files should be clearly named as follows: 'Firstname_Surname_TitleOfWork'
- ensure the title of the work in your application matches the title provided on the image

We are unable to accept applications by post or the submission of physical artworks. Applications will be judged via the application form and digital files provided.

Size restrictions apply (see Suitability of Work Section C)

Once submitted, works cannot be withdrawn and entry fees cannot be refunded. Only fully completed application forms will be accepted. UHArts and St Albans Museum + Gallery do not take any responsibility for inaccurate information supplied on the application form, which may be used in the exhibition interpretation material.

The location of the works in the exhibition will be decided by the curatorial team; all decisions are final.

Please note that any submission which does not meet the terms and conditions outlined in this document will be ineligible for consideration and any entry fees will not be refunded.

B. Alternative Submission Methods

If you have any access needs and would like to discuss submitting in an alternative method, please get in touch with Sammy Maitland, Exhibitions Assistant on 01707 285376 or s.maitland@herts.ac.uk.

C. Suitability of Work

Please consider the following limitations for works submitted:

- access to the Weston Gallery at St Albans Museum + Gallery is via the stairs or public lift (140cm depth, 200cm height and 110cm width)
- no single work can weigh more than 300kg
- submitted works which are too large or heavy will have to be excluded from the exhibition

If in doubt, we recommend you visit the museum to check the access route from the front door directly down to the Weston Gallery. There is no minimum size restriction.

Please ensure you have included the size of your work in the Application Form.

For conservation reasons:

- artworks containing or using organic material such as wool, felt or plant fibres will need to be checked by our conservator before being accepted and may require treatment
- no artworks containing food or living material will be accepted
- the museum welcomes families, therefore artworks which may be perceived as containing adult themes will need to be discussed prior to the exhibition, with Sammy Maitland, Exhibitions Assistant on 01707 285376 or s.maitland@herts.ac.uk

Display Requirements

All frames provided must be in excellent condition and plinths must be freshly painted.

Two-dimensional works

- should be framed and ready to hang with fixings / mirror plates attached
- the organisers are unable to supply frames for submitted works
- clip frames will not be accepted

Three-dimensional work

- please provide a plinth or suitable display furniture for the artwork
- the organisers are unable to build bespoke plinths for this exhibition

Interpretation

An extended label will be produced for each of the works exhibited, using the information edited from your Artist Statement (200 words), Biography (200 words) and Short Description for each artwork (50 words). Please ensure these text submissions are accurate, complete and written in plain English. Labels will be produced by the curatorial team and are final.

Learning Programme

A programme of associated activities and events will take place during the exhibition. Where appropriate, we may approach selected artists to contribute. A fee will be paid for these contributions as agreed with the Learning Team at St Albans Museum + Gallery.

Insurance

All selected works will be covered by St Albans Museum + Gallery's insurance policy for the duration of the exhibition. The insurance does not cover works while they are in transit to/from the gallery or in the care of the artist or their nominee.

To be covered by the gallery insurance you must provide a reasonable market value for your work. If you are unsure about the value of your artworks please look through the resources below.

<https://www.artquest.org.uk/how-to-articles/pricing-your-work/>

<https://www.cassart.co.uk/blog/how-to-price-your-artwork.htm>

You may be asked to provide evidence of works previously sold at a similar price, or to back up the reasoning behind your valuation.

Insurance claims will be limited in the first instance to the cost of repair and replacement of damaged items or elements of the work, rather than the full market value.

If your work is selected you will be provided with a full outline of the insurance terms and conditions.

D. Submission of entries

Entry Fee

A non-refundable fee of £25 applies and must be paid before you submit your application. If you are applying for a bursary, please ensure that you have answered the relevant question and returned your entry by the 22nd November.

Please make this submission on our website <http://www.uharts.co.uk/whats-on/2019-autumn-and-winter/hertfordshire-open-2020>, if you have any issues please call UHArts box office to pay over the phone (01707 281127 Mon – Tues 10:00 – 16:00).

Once you have made your payment an automated email will be sent with your Payment Reference Number. Please include your reference on page two of the application form. Applications submitted without a reference number cannot be accepted.

Judges and Selection Process

Artworks will be selected by a panel of judges, who will meet in early December. Artists will be notified by email by the end of January on the outcome of their application. The panel will include:

Maurice Davies, former Head of Collections at the Royal Academy of Arts, London.

Phil Healey, Dean of the School of Creative Arts at the University of Hertfordshire

Annabel Lucas, Head of UHArts (University of Hertfordshire)

Liz West, Artist

The decision made by the panel is final. The prizes will be announced at the opening reception on 3 April, 6–8pm

Delivery of Work

Selected artworks must be delivered by the artist/nominee to St Albans Museum + Gallery during the following times by the artist or a nominee:

Friday 27 March, 2-4pm

Saturday 28 March, 2-4pm

Sunday 29 March, 2-4pm

All artworks must be clearly labelled:

- on the artwork itself
- on the packing material
- with the (1) artists name, (2) title of the artwork and (3) Payment Reference Number

Exhibition

Final decisions on the curation of the show will be made by the UHArts and St Albans Museum + Gallery teams. If selected, you must agree to the loan of your work for the duration of the exhibition. We are unable to accommodate late delivery or early collection of works. Ahead of the exhibition you will receive an official Loan Form outlining the terms of the loan.

Sale of Works and Gallery Commission

A price list for all works selected for the show will be available to the public. In the event that your work is sold, St Albans Museum + Gallery will take a 40% commission.

e.g.

Sale price: £50

40% commission: £20

VAT on Commission: £4

Amount payable to the artist: £26

- We take no responsibility for works wrongly priced by the artist. Prices will be based on the figure provided in your application form.
- Works sold cannot be removed from the exhibition until its close.
- Payments for works sold will be processed within 8 weeks of the exhibition closing by St Albans Museum + Gallery.

Collection of Exhibited Works

Artworks must be collected from St Albans Museum + Gallery during the following times:

Friday 26 June, 2-4pm

Saturday 27 June, 2-4pm

There is minimal storage at St Albans Museum + Gallery, and if works are not collected by the artist, or a nominee, there will be a daily £5 late collection fee. Artworks that have not been collected within a month will be disposed of.