

## **Open 29: Young People Category**

Young People Categories: 5 -10 years, 11 – 15 years and 16 – 19 years  
Guidance notes and conditions of entry

Leicester Arts and Museums Service are proud to invite young artists from across the East Midlands to submit their artworks for the 2018 Open 29 Art Exhibition.

From the works submitted, a group of invited independent judges will select outstanding works to form an exceptional exhibition. The judging will be in three categories; ages 5 – 10, 11 – 15 and 16 – 19. Entry to the Young People Category is **free**.

The exhibition preview and prize giving will be on **Friday 14 December 2018** and it will open to the public on **Saturday 15 December** and run until **Saturday 2 February 2018**.

**All dates are subject to change at the discretion of Leicester City Council, Arts and Museums Service.**

### **1. Qualification**

1.1 To qualify for entry you must be between the age of 5 and 19 and live or study in the East Midlands i.e. Leicestershire, Rutland, Derbyshire, Lincolnshire, Nottinghamshire or Northamptonshire. Proof of address/place of study will be required if your work is selected (see section 7).

1.2 If you are under the age of 19 you will need a parent or guardian to validate your entry form. For submissions by schools, colleges and groups this can be done by a head teacher, class teacher or group leader.

### **2. Entry**

2.1 Entries will be made online, using digital images of works for the judging process.

**Submissions are open from the release of the application form going live on 20 August 2018 until 29 October 2018.**

2.2 Each artist can submit a single work for judging.

2.3 Up to two images of sculptures can be submitted.

2.4 All images of works must be saved in a jpeg/jpg format.

2.5 All images must be no bigger than 1MB per image.

2.6 The jpeg filename must begin with the initials of the artist in capitals, underscore and then the title of the work in lower case. E.g. John Smith's work *Trees in Winter* would have the filename **JS\_treesinwinter.jpg**

2.7 The photograph of your work need not include the frame unless it is an integral part of the image.

2.8 The online application form should be filled out as normal for film and video works. A representative visual image should be submitted but this will not be part of the judging process. The

audio/film files should then be submitted directly by email to [openexhibition@leicester.gov.uk](mailto:openexhibition@leicester.gov.uk) with a maximum 10mb files size and named with artist initials, underscore and title. E.g. Jenny Smith's film *Trees in Summer* would be titled **JS\_treesinsummer.avi**

2.9 Should the submitted photograph not properly represent the work on delivery, we reserve the right to disqualify it. Digital photographs must be printed to a professional standard on quality photographic paper or equivalent to match their digital quality.

2.10 Advice: Judging is of the artwork not the quality of the photograph, but to allow your work to be shown to its best advantage:

- Fill as much as possible of the image with the work
- Try to avoid any distortion in the image, e.g. take the photo from in front of the work
- Do not add watermarks or copyright on the work

2.11 Selected works must remain in the gallery on display at all times from the opening of the exhibition until the close of the exhibition.

2.12 Name, title, medium, date and price supplied through the application form will be used to create the exhibition labels so please ensure information is correct when submitted.

2.13 All works selected for the exhibition will be considered for sponsor prizes. A list of prizes will be available to see on our website including the Attenborough Prize, £250 Trevor Thomas prize, the Museum Trust purchase prize, and £100 City Mayor prize awarded to outstanding children and young people's work for each age category. Sponsors prizes include exhibition opportunities, print workshops and cash prizes.

2.14 All work will be shown within the museum and should be appropriate in content for a family audience. If subject matter is not appropriate for a family audience it will not be submitted for selection.

### **3. The work**

3.1 Work can be sculpture, paintings, drawings, prints, photographs, film, audio and applied arts.

3.2 Work must weigh less than 25kg and be no larger than 150cm on its longest side. Sizes quoted on the submission form must include the frame. N.B. If the work consists of more than one part (e.g. a triptych) the overall size must be noted on the form.

3.3 Work will not be accepted if it includes any transferable material (e.g. wet paint, loose pigment, etc) or if it is assessed by museums staff to be too fragile to be exhibited, e.g. it would be put at risk by the process of installing or likely to suffer damage during the exhibition.

3.4 All submitted work must have the artist's name and the work's title clearly and permanently noted on the reverse.

3.5 Please ensure the top of work is clearly indicated on the rear of work to ensure it is hung properly.

3.6 The artist must hold all relevant copyrights for the presentation and reproduction of the work. The artist is responsible for any sitters portrayed being aware of their likeness being displayed. Any sitter may request their recognisable likeness be removed from the exhibition.

3.7 2D work must be framed and glazed for display purposes and its own protection, unless it is a canvas.

3.8 All wall mounted work must have mirror plates or equivalent brackets attached to the work to facilitate secure wall hanging. We reserve the right to disqualify work if it does not have adequate bracketing to securely affix to the walls.

3.9 A valid PAT (portable appliance test) certificate must accompany any work submitted with electrical connections.

#### **4. Sale price** (see also section 8 concerning insurance)

4.1 One of the purposes of the Open exhibition is to allow the public to acquire affordable art work. As a result, it is expected that all work submitted for the Open will be available for sale.

4.2 When offering works for sale, the artist must state a **final** sale price of the work on the submission form. This figure should take into account the 20% commission that will be taken by Leicester City Council for all sales, plus the 20% VAT payable on this commission. e.g.: Final sale price: £50.00 LCC Commission: £10.00 VAT (20%) on commission £2.00 Final amount payable to artist: £38.00

4.3 All entries will be offered for sale framed or unframed. Please note the cost of the framed and unframed work on the application form.

4.4 Advice: We would recommend that if this is your first time pricing artwork you should think about the time spent creating the piece and the materials used to settle on the final price.

#### **5. Entry fee**

5.1 Entry to the Open 28 Young People Category is free.

#### **6. Selection**

6.1 The selection of works from the submissions will be made by 3 or more judges before 16 November 2018.

6.2 The work will be selected across 3 judging categories: 5 to 10 years, 11 to 15 years of age and 16 to 19 years of age.

6.3 You will be informed of the outcome of this process by email by **30 November 2018**.

6.4 The judges' decision is final.

#### **7. Delivery and collection of work**

7.1 If your work is selected you will be required to bring it to New Walk Museum & Art Gallery on **Sunday 9 December or Monday 10 December 2018** between 11.30am – 4.30pm. Further details, including directions and parking will be supplied to successful entrants.

7.2 The entrant is responsible for delivery and collection of work. If delivery is entrusted to someone else, they must bring a signed letter of authority from the artist.

7.3. Work must match the submitted image or it will be disqualified.

7.4 The entrant must bring proof they live or study in the East Midlands when delivering selected work (see section 1).

7.5 Collection of work after the exhibition closes will be **Sunday 3 or Monday 4 February 2019** from 11.30am – 4.30pm. Further details, including directions and parking will be supplied to relevant artists.

7.6 The entrant must present ID when collecting work. If collection is entrusted to someone else, they must bring a signed letter of authority from the artist.

7.7 Sold work can be collected by the buyers on **Sunday 3 or Monday 4 February 2019** between 11.30am – 4.30pm.

7.8 Groups, schools and colleges (delivering more than 4 individuals work) must pre-book a slot for delivery and collection of work during the allocated time period. Please contact [openexhibition@leicester.gov.uk](mailto:openexhibition@leicester.gov.uk) to arrange this.

## **8. Insurance**

8.1 Works selected for exhibition will be insured by Leicester City Council from the point of entry into the exhibition to the point the work is collected from the museum after the exhibition closes.

8.2 In the event of significant damage or destruction being suffered by an artwork while covered by LCC insurance, Leicester City Council will reimburse the insurance value. This is calculated as the final selling price, less 20% commission and VAT on commission.

e.g.: Final sale price: £50.00 Minus LCC 20% Commission of £10.00 and VAT (20%) on commission of £2.00: £12 Final insurance amount paid to artist: = **£38.00**

8.3 If the work is not for sale we still request an insurance value is supplied in the unlikely event that the work suffers damage in our care. This is not the selling price, but will be the final amount paid to the artist. It should reflect a reasonable market value.

8.4 Minor damage to work and/or its frame may be liable for an insurance payment of less than the full amount, as appropriate.

## **9. Display of work**

9.1 The hanging of selected work will be undertaken by the Leicester Arts and Museums Service team. No selected artist or their representative will be involved in the hanging.

9.2 No discussion concerning the selection of work or its placing in the gallery will be entered into by any Leicester City Council employee or the independent judges.

## **10. Payment to artists for sales**

10.1 Payment is made by Bank Transfer (BACS). When you are informed of the sale of your work your bank details will be requested to make payment. These must be received within two weeks of the request or payment may be forfeited.

10.2 Payment will be made directly to submitting artists. If the artist does not have a named bank account cheques can be paid to a parent or carer.

## **11. Late collection of works**

11.1 It is imperative that work is collected during the advertised collection period (or on an

alternative date agreed by prior arrangement).

11.2 Leicester City Council reserves the right to destroy any work not collected by 5 February 2019.

## **12. Publicity**

12.1 Leicester City Council reserves the right to photograph any selected exhibits and use these images for educational and publicity purposes only.

## **13. Breach of terms**

13.1 In the event that any work submitted is discovered to break the above terms and conditions, Leicester City Council reserves the right to decline display of the work or to remove it from display. In this unlikely event, the work must be collected by the artist within 7 days of notification or Leicester City Council reserves the right to destroy any work.

### **Overview:**

**Submission of entries** All submissions to the competition to be made online.

**Notification** All artists will be notified by email by 30 November 2018 of the outcome of the judges' decision.

**Delivery of selected entries** Selected works to be delivered on Sunday 9 December or Monday 10 December 2018 from 11.30am – 4.30pm

**Private View** (entry by invitation only) Friday 14 December 2018, 4pm - 6pm. Invitations will be sent 3 weeks prior.

**Exhibition open to public:** Saturday 15 December to Saturday 2 February 2019.

**Collection of exhibited entries at close of exhibition** Sunday 3 or Monday 4 February 2019, 11.30am – 4.30pm.

Uncollected works will be destroyed (See section 11. Late collection of works).