

# Open 33: Young People Category Terms and Conditions of entry

These terms and conditions relate to your participation in Open 33: The People's Exhibition, 2022-2023. In applying to the Open 33, you signify your agreement to be bound by these terms and conditions throughout the selection process and installation and de-installation of the exhibition. Please read the terms and conditions carefully before applying.

Open 33: The People's Exhibition will be on display in Leicester Museum and Art Gallery from Saturday 10<sup>th</sup> December 2022 – Friday 20<sup>th</sup> January 2023.

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All dates are subject to change at the discretion of Leicester Museums & Galleries.

## 1. Eligibility

**1.1.** To qualify for entry you must be between the age of 5 and 18.

**1.2.** Entrants must live or study in the East Midlands i.e. Leicestershire, Rutland, Derbyshire, Lincolnshire, Nottinghamshire or Northamptonshire. If your work is selected, proof of address/place of study will be required (see section 7).

**1.3.** If you are under the age of 18 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.

**1.4.** Open 33: Young People is made up of three categories. The categories are as follows: 5 - 10 years, 11 - 15 years, 16 -18 years.

**1.5.** If you are a teacher or community group leader applying on the behalf of students or attendees, please contact [openexhibition@leicester.gov.uk](mailto:openexhibition@leicester.gov.uk). If you are entering more than 5 students, we can provide you with a different version of the application form which allows you to enter more than one child under the same school details.

## 2. Entry

**2.1.** Entries to Open 33: Young People will be made online and include digital images of artworks for the selection process. You will need access to a computer and the internet, a valid email address and a clear digital image(s) of your artwork for the selection process. Please visit [The Open – Leicester Museums](https://www.leicester.gov.uk/culture/museums-and-galleries/the-open) website for more details. If you need help to apply or have access needs, please contact [amrit.doll@leicester.gov.uk](mailto:amrit.doll@leicester.gov.uk).

**2.2. Submissions can be made from Monday 12<sup>th</sup> September 2022 to Sunday 23<sup>rd</sup> October 2022.**

**2.3. Applications will close at 11.59pm on Sunday 23<sup>rd</sup> October 2022.** No late submissions will be accepted.

**2.4.** You are advised to enter your submission at your earliest possible convenience to avoid last minute technical problems.

**2.5.** All selected artwork will be shown at Leicester Museum & Art Gallery and should be appropriate in content for a family audience. Please note that if the subject matter is not appropriate for a family audience, it should not be submitted for selection.

**2.6.** Each entrant can submit only one artwork.

**2.7.** Work in a series, for example, diptychs and triptychs, should be considered as one piece and therefore should only have one image to represent it. The overall size of a series should be less than 150cm on its longest side.

**2.8.** The photograph of your work does not need to include the frame unless it is an integral part of the artwork.

**2.9.** If the work is 2-dimensional, you need to submit only one image of the artwork.

**2.10.** If the work is 3-dimensional, two images of different views of the work should be submitted.

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

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

**2.13.** Images submitted from a mobile phone must have the filename in the required format (see 2.13).

**2.14.** Each submitted image must be a minimum of 1000 pixels and a maximum of 3000 pixels along the longest edge (maximum file size 5MB). This is to ensure that your work is represented to the best possible standard when judged. Please see 'How to Photograph Your Work' to help you deliver the best image, available to download from [The Open – Leicester Museums](#) website.

**2.15.** Please ensure you have supplied the correct information in your application form for creation of the exhibition label: artist name; artist age; artwork title; medium; date and price.

**2.16.** Selected works must remain in the museum for the entire duration of the installation, exhibition and de-installation. If your artwork is selected for display, you must ensure that it is available for the required duration.

### 3. Entry for schools

**3.1.** If you are a teacher or community group leader applying on the behalf of students or attendees, please contact [openexhibition@leicester.gov.uk](mailto:openexhibition@leicester.gov.uk). If you are entering more than 5 students, we can provide you with a different version of the application form which allows you to enter more than one child under the same school details.

**3.2.** Schools are responsible for liaising with parents/legal guardians and pupils regarding the exhibition and communicating relevant information.

**3.3.** Schools are responsible for ensuring that all information provided to the Open is correct.

**3.4.** Schools are responsible for ensuring that the Leicester Museum & Art Gallery has the necessary permissions to display artworks.

**3.5.** Schools will not submit works without the necessary permissions to display and use them.

**3.6.** Work submitted from a school must be the work of the current school/college pupils.

## 4. Entry fee

**4.1** Entry to Open 33: Young People is free.

## 5. Artwork submissions

**5.1.** Work can be in the form of paintings, drawings, prints, photographs, textiles, collages, sculpture, models, ceramics and other 2D and 3D materials. This is not an exhaustive list, but an example of the works that we will consider for exhibition. Unfortunately, we cannot accept digital or audio-visual work, including films and sound-based pieces.

**5.2.** 3-Dimensional work includes the following (this is not an exhaustive list): sculpture, models, ceramics and installations of the size and weight given in Section 5.5. Dependent on size, 3D work will be presented in a Perspex box or barriered to prevent damage occurring to it. If your 3D work has specific requirements for display, for example, the work needs suspending from the ceiling, please contact us before making your submission.

**5.3. All work should be self-supporting, be strong enough to be moved around and withstand visitors interacting with the work during the exhibition.** We recommend that you avoid submitting works which are particularly fragile with unprotected surfaces, dangerous protuberances, and elaborate frames. 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., the artwork would be put at risk by the process of installing or likely to suffer damage during the exhibition. The exhibition receives large amounts of visitors per day and presented artworks need to withstand the number of people interacting with your work.

**5.4.** Artwork must match the image supplied in the application form. If not, Leicester City Council reserve the right to disqualify it.

**5.5.** Work must weigh less than 25kg and be no larger than 150cm on its longest side once framed. If possible, framed sizes should be quoted on the submission form. N.B. If the work consists of more than one part (e.g., a triptych) the overall size must be noted on the form. On delivery, we reserve the right to reject any work heavier than 25kg and larger than 150cm on its longest side.

**5.6.** 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.

**5.7.** If your artwork is selected for exhibition, you will need to prepare the artwork for display. This may include framing the artwork and attaching suitable picture brackets. You will also be required to hand-in the artwork to the museum. Please see *Section 8: Delivering Selected Artwork* for more information. Also see the '*Delivering your Artwork*' document available on [The Open – Leicester Museums](#) website.

## 6. Gallery and Final Amount Payable to Artist (see also Section 8 concerning insurance)

**6.1.** It is **optional** for artworks submitted to Open 33: Young People to be on sale.

**6.2.** Work sold during the exhibition is subject a museum commission of 20% and 20% VAT on the commission.

**6.3.** The minimum price for artwork on sale in the gallery must be £50.

**6.4.** From research of previous Open exhibition sales, we have found that artworks priced between £50 - £200 sell more frequently than artworks valued higher than £200.

**6.5.** When offering works for sale, the artist must state a **gallery price** of the work on the submission form. This is the amount the work will be sold for in the gallery. 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. Please ensure that this value is correct as it will be used to label work in the exhibition.

**6.6.** The **final amount payable to artist** is the amount paid to the artist from the sale, after the commission and VAT on commission has been removed from the Gallery Price. Our application form will work this out for you. In the below example, where an artwork is priced at £50.00, the final amount payable to the artist is £38.00.

**E.g.:** £50.00 deducting LCC Commission (20%) of £10.00 and VAT (20%) on the commission of £2.00 gives a final amount payable to artist of **£38.00**.

For further help pricing your artwork, please see the 'How to Price Artwork' guide available to download from [The Open – Leicester Museums](#) website.

## 7. Selection Process

**7.1.** The selection of artwork for the Open exhibition will be undertaken by three or more independent judges.

**7.2.** The work will be selected across three judging categories: 5 - 10 years, 11 - 15 years and 16 - 18 years of age.

**7.3.** The work is judged anonymously. The information available to judges during the selection period includes the submitted images, the artwork title, artwork size, the materials used.

**7.4.** The artist will not be entered into any discussion with any Leicester City Council employee or the independent judges concerning the selection of their work.

**7.5.** Due to the large number of applications received, feedback cannot be provided to those with unsuccessful entries. The Open: The People's Exhibition is very popular, receiving over 700 individual entries therefore, it is possible that your work may not be selected. This is due to the competitive nature of the exhibition and the high standard of work that is submitted from across the East Midlands.

**7.6.** You will be informed of the outcome of your application in November 2022. You will be informed by the e-mail address provided on the application form. Please check the junk folder of your e-mail as it may not be received in the primary inbox.

**7.7.** The judges' decision is final and cannot be overturned.

## 8. Delivering selected artwork

**8.1.** If your work is selected for exhibition, you will be required to bring it to Leicester Museum & Art Gallery in November. Further details, including dates and directions will be supplied to successful entrants.

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

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

**8.4.** Concessions must present appropriate proof of status at the point of delivery of artwork or the work will be disqualified. Appropriate proof includes: Identity cards,

University ID cards with a course end date, TOTUM card with a valid end date or presentation of a UNiDAYS iD with a course end date and photograph. If there are any further queries, please contact [amrit.doll@leicester.gov.uk](mailto:amrit.doll@leicester.gov.uk).

**8.5.** To make sure that your artwork is ready to be exhibited, please see the 'Delivering your Artwork' document, available to download from [The Open – Leicester Museums](#) website.

**8.6.** All selected work must have the artist's name and the work's title clearly and securely noted on the reverse. This is to ensure that the correct work is handed back to the correct person. For more information, please see the 'Delivering Your Work' guide, available to download from the website, [The Open – Leicester Museums](#).

**8.7.** Please ensure the top of your work is clearly indicated on the back of work to ensure it is hung properly. If this is not marked, Leicester Museums & Galleries reserve the right to display work as we see best.

**8.8. 2-dimensional work must be framed for display purposes unless it is a stretched canvas.** This is for the protection and suitable presentation of the artwork. The exhibition receives over 500 visitors per day and presented artworks need to withstand the number of people visiting the show and interacting with your work.

**8.9. All framed work must have picture mirror plates 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 it to the gallery walls. Please see the 'Delivering Your Work' guide for more information on what mirror plates are and how to attach them.

**8.10.** Leicester City Council reserve the right to reject 2D work which cannot be wall mounted or has no readily available hanging or display mechanism.

**8.11.** Leicester City Council (LCC) cannot accept any liability for any damage to works if LCC are required to attach picture mirror plates or equivalent brackets.

**8.12.** A valid PAT (portable appliance test) certificate must accompany any work submitted with electrical connections or components.

**8.13.** Leicester Museums & Galleries cannot store any protective wrapping on delivered artwork. Any work that is delivered in protective wrapping must be unwrapped at delivery. Leicester City Council reserve the right to dispose of any wrapping that is left on artworks.

## 9. Insurance

**9.1.** Works selected for exhibition will be insured by Leicester City Council from the point of entry into the exhibition to the point of its collection from the museum after the exhibition closes.

**9.2.** In the unlikely event of significant damage or destruction being suffered by an artwork while covered by Leicester City Council (LCC) insurance, LCC will reimburse the insurance value.

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

**9.4.** The insurance value will be the maximum amount paid to the artist. It should reflect a reasonable market value. It is calculated as the Gallery Price less 20% commission and VAT on commission. For an artwork priced at £50.00, the insurance value is calculated as £38.00.

**E.g.:** £50.00 minus commission (20%) of £10.00 and VAT (20%) on commission of £2.00, (£12) gives a maximum insurance amount paid to artist of **£38.00**

The insurance value is calculated for you on the application form, using the Gallery Price that you input. For more information, please refer to the 'How to Price Artwork' guide, available to download from [The Open – Leicester Museums](#) website.

## 10. Display of Artwork

**10.1.** The hanging of selected work will be undertaken by Leicester Museum & Art Gallery. Leicester Museum & Art Gallery reserve the right to curate work as they see best.

**10.2.** No selected artist or their representative will be involved in the hanging.

**10.3.** The artist will not be entered into any discussion with any Leicester City Council employee or the independent judges concerning the placement and curation of their work in the gallery.

**10.4.** No person or their representatives may place other works, advertising material, or carry out promotional activity, in the gallery, or on the Museum premises.

## 11. Prizes and Prize winners

**11.1.** All works selected for the exhibition will be considered for prizes.

**11.2.** All prize winners are selected by independent prize givers.



**11.3.** The prize-giving judges and members of the Leicester City Council will not enter into any conversation with exhibitors regarding the selection of prize winners.

## 12. Sold Artworks

**12.1.** 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 the payment. These must be received within two weeks of the request or payment may be forfeited.

**12.2.** Payment will be made directly to submitting artists. If the artist does not have a named bank account, payment can be made to a parent or an official guardian/carer.

**12.3.** If your artwork has been sold, you will be notified by e-mail by Leicester Museum & Art Gallery. Please check the junk folder of your e-mail it may not be received in your primary inbox.

**12.4.** If your artwork has sold, Leicester Museum & Art Gallery cannot put you in touch with the buyer. As part of our data protection policy we do not keep details of the buyers and therefore cannot pass on any details.

## 13. Collection of works

**13.1.** Collection of artwork will be on **Sunday 22<sup>nd</sup> January and Monday 23<sup>rd</sup> January 2023.** Further details, including directions will be supplied to the exhibiting artists.

**13.2.** 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.

**13.3.** Sold work can be collected by the buyers on **Sunday 22<sup>nd</sup> January and Monday 23<sup>rd</sup> January 2023.**

**13.4.** Due to venue storage constraints it is imperative that artists collect their work during the given dates and times. If you are having difficulties collecting your work or do not want it back, you must let us know. Any work not collected within 5 weeks of the exhibition closing will be destroyed unless prior arrangements have been agreed.

**13.5.** Leicester City Council reserves the right to destroy any uncollected artwork if it has not been collected within the organised time frame.

## 14. Publicity

**14.1.** Leicester Museum & Art Gallery reserve the right to photograph any selected exhibits and use these images for educational and publicity purposes only.

**14.2** By submitting a work, you agree that members of the public will be allowed to take photographs of the work (alone or in combination with other works) for personal and non-commercial use during the exhibition period. Leicester Museum & Art Gallery will install notices in the exhibition indicating that photography is permitted provided it is for personal and non-commercial use. Leicester City Council will not be responsible for any use by visitors of images of the work, including where such images are exploited commercially in violation of the permission given, or in any other way. In such circumstances it is up to the artist and/or you to defend the artist's intellectual property rights in the work and any other applicable rights.

## 15. Breach of Terms

**15.1.** In the event of any instance or action which breaks these terms and conditions, Leicester Museum & Art Gallery reserve the right to decline display of the submitted works or to remove them from display. In this unlikely event, all works must be collected by the artist within 7 days of notification or Leicester City Council reserves the right to destroy any work.

## 16. Data Protection Policy

**16.1.** Any personal data that you provide will be processed in accordance with current data protection laws. It will be used by Leicester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our privacy notice on our website: <https://www.leicester.gov.uk/>

**16.2.** Leicester City Council requests only the information that is required to process and complete an application to Open 33: The People's Exhibition.

**16.3.** By completion and submission of the entry form, you provide consent for Leicester City Council to collect your information.