

Open: The People's Exhibition

Young People Category - Terms and Conditions of entry

These terms and conditions relate to your participation in Open: The People's Exhibition, 2023-2024. In applying to the Open 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: The People's Exhibition will be on display in Leicester Museum and Art Gallery from Saturday 16th December 2023 – Friday 19th January 2024

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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 ages 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: 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 behalf of students or attendees, please contact 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 details.

2. Entry

- 2.1 Entries to the Open will be made online and include digital images of works 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 [Open – Leicester Museums](https://www.leicester.gov.uk/open) website for more details. If you need help applying or have access needs, please contact openexhibition@leicester.gov.uk.
- 2.2. Submissions can be made from Sunday 27th August to Saturday 30th September 2023.
- 2.3. **Applications will close at 11:59pm on Saturday 30th September 2023.** 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 artworks 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 which is available to download from the [Open – Leicester Museums](#) website.
- 2.15. Selected works must remain in the museum for the entire duration of the installation, exhibition and de-installation.
- 2.16. 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.

3. Entry for schools

- 3.1. If you are a teacher or community group leader applying on behalf of students or attendees, please contact us to let us know of your plans so we can look out for your application form openexhibition@leicester.gov.uk

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

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

3.3. Schools are responsible for ensuring that Leicester Museum & Art Gallery has the necessary permission to display artworks.

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

3.5. All the work submitted must be the work of the school/college pupils.

4. Entry fee

4.1 Entry for young people is free.

5. Artwork

5.2. 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.

5.3. 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. **All 3D work should be self-supporting and be strong enough to be moved around and withstand visitors interacting with the work.** Dependent on size, 3D work will be presented in a Perspex box or barriered to prevent damage occurring to it.

5.4. 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.

5.5. Work must match the image supplied in the application form. If not, Leicester City Council reserves the right to disqualify it.

5.6. The 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. 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. All submitted 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, [Open – Leicester Museums](#).

5.7. Please ensure the top of your work is clearly indicated on the back of your 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.

5.8. 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.

5.9. **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.

5.10. **All framed work must have 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 attaching mirror plates.

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

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

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

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

6.2. It is **optional** for artworks submitted to the Open, for the Young People category to be for sale.

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

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

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

6.6. 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.

6.7. If it is decided that your artwork is for sale, the Gallery Price must be quoted on the application form. Please ensure that this is correct as it will be used to label work in the exhibition.

6.8. The **final amount payable to the 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 example below, 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

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

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

7.4. The work is judged anonymously. The only information available to judges during the selection period will be the submitted images, the title, and the size of the work.

7.5. 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.

7.6. 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 last year, 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.

7.7. You will be informed of the outcome of your application by early November. You will be informed of the outcome of the selection process by the e-mail address provided on the application form. Please check the junk folder of your e-mail, it may not be received in the primary inbox.

7.8. The judges' decision is final and cannot be overturned.

8. Delivery of work

8.2. 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, directions and parking will be supplied to successful entrants. Details about delivering work safely in accordance with the venue's social distancing rules will also be provided.

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

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

8.5. 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 cards with a valid end date, or presentation of a UNiDAYS ID with a course end date and photograph. If there are any queries, please visit: openexhibition@leicester.gov.uk

8.6. 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 reserves the right to dispose of any wrapping that is left on artwork.

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

9. Insurance

9.2. Works selected for the 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.

9.3. 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.

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

9.5. 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 [Open – Leicester Museums](#) website.

10. Display of Artwork

10.2. The hanging of selected work will be undertaken by Leicester Museum & Art Gallery. No selected artist or their representative will be involved in the hanging.

10.3. Leicester Museum & Art Gallery reserve the right to curate work as they see best.

10.4. 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.

11. Prizes and Prize winners

11.2. All works selected for the exhibition will be considered for prizes. A list of prizes will be available to see at [Open – Leicester Museums](#) website.

11.3. All prize winners are selected by independent prize givers.

11.4. 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

12.2. 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.

12.3. 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.

12.4. 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.

12.5. 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

13.2. Collection of artworks will be on **Sunday 21st January and Monday 22nd January 2024**. Further details, including directions and parking will be supplied to the exhibiting artists. Details about delivering work safely in accordance with the venue's social distancing rules will also be provided.

13.3. 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 be on **Sunday 21st January and Monday 22nd January 2024**.

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 6 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

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

15. Breach of Terms

15.2. In the event that any work submitted is discovered to break the above terms and conditions, Leicester Museum & Art Gallery reserve 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.

16. Data Protection Policy

16.2. 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/>

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

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