

Littlehampton Museum OPEN 2020.

Terms & Conditions*

Dates of submission: Official exhibition dates and details of how to deliver work will be given in the coming months when, following Government advice, the Museum is able to re-open safely.

Number of entries: One piece of artwork may be submitted by each individual.

Cost: There is no charge for participating in the OPEN, however if your work is selected for display the Museum charges **10% (+VAT) commission** on all works sold.

Mounting and framing*: **All work must be delivered ready for display with all appropriate fixings attached.** All loose paper based artworks must be submitted in a frame (with or without mount), and strung ready for hanging (heavy pieces must be mirror plated). **We are unfortunately unable to accept work that does not meet these requirements.**

*The Museum welcomes submissions from everyone, if you have any worries about the display of your artwork, special requirements or are unsure of how to make your artwork ready for display please contact the Museum prior to submission.

Insurance: All work can be insured by Littlehampton Town Council **whilst on the Museum premises** provided that a current valuation has been given by the artist, even if the work is not for sale. If insurance is required, the appropriate section of the entry form must be completed.

Packaging: The artist is responsible for the safe packaging of their work to ensure its safety in transit both to and from the Museum.

Selection of work: The Museum will endeavour to display all art works - where it is not possible to do so a digital screen will be used to share artwork. Both the Hearne Gallery and the Butterworth Gallery will be used for the exhibition.

Delivery of work: You will be notified by email when exhibition dates have been confirmed. All artists will be given clear guidance and fair warning of when work needs to be delivered. Upon delivery the Artist's contact details and the title of the piece must be firmly attached to the piece itself.

Collection of selected work: When exhibition dates have been confirmed, full details of when to collect work after the display will be provided.

Uncollected work: All work must be collected by the date allotted to you**. **There will be a storage charge of £10 per item, per week imposed on any uncollected items.** If work has not been collected by 1 month after your allotted dates it may be disposed of.

*Littlehampton Museum has the right to refuse entry to any pieces which do not meet these T&Cs.

**If you are unable to collect work on the given dates, alternative arrangements must be made with Museum staff in advance.