

Terms & Conditions*

Littlehampton Museum OPEN 2023

Number of entries: Up to three pieces may be submitted by each individual.

Entry fees: Entry fees (non refundable) must be paid when delivering work, they are payable by cash or card. Amount due is as follows: **£5 per work**

Concessions: 60+ years, students with valid ID: £4 16 & under: Free

Submission Forms: Submission forms will be accepted from 1st July until 9th October (online or in person). **No forms will be accepted after this date.**

Delivery and Collection: Work **must** be delivered & collected on the allotted dates.

Delivery - Artwork can be delivered to the Museum (10.30am - 4.00pm) on 12th - 14th October. **Work will not be accepted if a submission form has not previously been received (see above).**

Collection - *Unselected:* 24-28th October, *Selected:* 17th February
Any pieces uncollected (without prior arrangement with the Museum Team) will be charged a £5 per day storage fee. Pieces not collected by the **29th of February 2024** will be disposed of.

Commission: The Museum charges 10% (+VAT) commission on all works sold. Resulting monies will be given to artists March 2024.

Mounting and framing: **All work must be supplied ready for display with all appropriate fixings attached (wall mounted pieces must be strung or mirror plated).** All loose paper based artworks **must be** submitted in a frame, and strung ready for hanging (heavy pieces must be mirror plated).

Labelling: **All artwork must be clearly & securely labelled on the back** with artists name, title and price (if offered for sale).

Size: Due to space restrictions artwork larger than 1 metre square is unlikely to be accepted. Work must be movable by no more than 2 people.

Insurance: Littlehampton Town Council is unable to insure artwork whilst on the premises. Any artists requiring insurance will need to arrange separate cover independently.

Packaging: The artist is responsible for the safe packaging of their work to ensure its safety in transit both to and from the Museum. All work must be unpacked on delivery. The Museum has no facilities to store packaging.

Selection of work: Work will be selected on the basis of representing a fair mix of mediums and styles.

*Littlehampton Museum has the right to refuse entry to any pieces which do not meet these terms and conditions.