

# Art in the Gardens 4 & 5 September 2021

## SUBMISSION FORM – OPEN ART EXHIBITION

	Arrival Number	No of Artworks
Selection Days – <b>N/A – Email Submissions must be received by us no later than 25<sup>th</sup> June 2021.</b>		

**PLEASE COMPLETE CLEARLY IN BLACK INK AND BLOCK CAPITALS**

	Title of artwork	Medium	Price in £ (inc. 25% commission)	size in cm * (W x H)	Office Use (Num)	Office Use (Cat Num)
1						
2						
3						
4						
5						

Artist's Name	
Address	
Post code	
Telephone	
Email	

**Name details given will be used for the Exhibition Label for your work.**

**Name and address details will be used for payment by cheque if your artworks are sold**

**Signature**.....

Hanging fee paid in full

Please sign to agree to terms & conditions

**COMPETITION CATEGORIES are allocated to entries in partnership with our independent judges. The Judges can also allocate up to three Highly Commended awards.**

Categories are:- Abstract, All Scapes, Figurative & Portrait, Miscellaneous, Photography, Still Life and Flowers, Wildlife and Animals.

**If you do not want your entry to be judged for any category, please tick box**

**If you would like information about the Portrait Competition, please tick box or e-mail [events@sheffield.gov.uk](mailto:events@sheffield.gov.uk)**

## Art in the Gardens Open Art Selection Process

Due to Corona virus we are pre-empting that the selection days in June would not be viable or wise to take place, so we would like to do the selection via email if at all possible.

- Email this form completed along with up to 5 images ( 500kb – 2mb each in size) to [events@sheffield.gov.uk](mailto:events@sheffield.gov.uk) , by no later than Friday 25<sup>th</sup> June.
- Each image file must be named or numbered to coincide with the titles of the artwork on the form.
- Please ensure the form is complete, i.e. ensure you include the price, medium, size dimensions of each artwork.
- If you are struggling to email, then please feel free to print off your images and post along with completed form to

Major Events Team (Art in the Gardens)  
Town Hall  
Pinstone St  
Sheffield  
S1 2HH

Once we have selected the work that we would like to include in the exhibition, we will send you an email from [michelle.taylor-steer@sheffield.gov.uk](mailto:michelle.taylor-steer@sheffield.gov.uk) with a secure link to make payment of the hanging fee of £5.00 (per small work) or £10 (per large work) for each piece online, once payment has been made we will post your amended form that will include all accepted pieces along with each piece's catalogue number (Cat Num), attached to the form will be the coinciding sticky catalogue number labels for you to attach to the bottom left corner of each artwork.

Please discard your old original form and keep the amended form safe and ready for delivery to the show in September.

### Delivery to the Exhibition

- Bring selected artworks **AND the updated Submission Form** to the Open Art Exhibition Marquee at Sheffield Botanical Gardens, between **10am and 12noon** on Friday 3<sup>rd</sup> September.
- Enter the Gardens on foot via the main entrance on Clarkehouse Road - the Botanical Gardens will be closed to the public for event set up.
- When you have handed in your artwork, your Submission Form will be receipted and returned to you..
- **All artwork must have your name, address, telephone number, title of work, medium and retail price clearly marked on the back or it will not be accepted.**
- The Submission Form is also your authority to collect your unsold artworks after the Show.

### Collection of Unsold Artwork

- Please collect your unsold artworks at the end of the event on Sunday 5<sup>th</sup> September, between 6.00pm and 7.00 pm.
- **YOU WILL NEED THIS SUBMISSION FORM**, which is your authority to take the artworks away

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[www.artinthegardens.com](http://www.artinthegardens.com)