

Spetchley Park Summer Exhibition 2022

TERMS & CONDITIONS

This document contains important information about the arrangements and management of the exhibition. Please read through it carefully, and if you are unable to comply with *all* aspects of these terms and conditions, please *do not submit work for this exhibition*.

LOCATION

Spetchley Park Gardens, Spetchley, Worcester WR5 1RS.

KEY DATES in 2022

Deadline for applications:	Wednesday 20th July
Acceptance confirmed by:	Monday 1 st August
Set-up:	Monday 15 th August, between 10.30am and 3pm
Exhibition start:	Wednesday 17th August
Exhibition end:	Sunday 18th September
Take-down:	Monday 19 th September, between 10.30am and 1pm

APPLICATION FORMS

Application forms must be completed on-line via the Members Area on the OSG website at <https://www.oxfordsculptors.org/mapplicationforms>. Application forms need to be completed in full. For help on accessing the forms, please contact administrator@oxfordsculptors.org.

Please take note of the application deadline (Wednesday 20th July). This date is set to allow time for processing the applications and carrying out all the arrangements that go into running the Exhibition smoothly for all exhibitors. It may not be possible to accept applications after this deadline.

NUMBER OF ENTRIES PER ARTIST

Artists may enter up to 5 sculptures for indoor display and up to 7 sculptures for outdoor display.

Note that acceptance could be limited for indoor work due to the available space, so if “no preference” is entered on the Application Form with regards to positioning, it is more likely that the work may be selected for outdoor display.

One Application Form needs to be submitted for each sculpture.

ENTRY FEES

Entry fees are **£5.00 per sculpture** and payable on acceptance. Prompt payment is appreciated.

No work will be entered into the exhibition without payment being completed.

Payment must be made by BACS/Internet transfer to the Group account (details will be given in the acceptance email).

Cheques are not accepted.

COMMISSION

Sales will be subject to an overall commission of **22.5%** payable via OSG. This is comprised of a payment to Spetchley Park of 13% and 9.5% to OSG to cover costs. No VAT is added.

Please include the commission fees in the price of the sculpture on the application form. This is the price that will be displayed on the Exhibition label.

SELECTION AND POSITIONING

Both indoor and outdoor space is available for this Exhibition. The indoor space is in a large room within a secure out building used for educational purposes. The indoor space is limited so entries of indoor work be need to undergo selection depending on the number of applications. The outdoor space includes high walled gardens, circular rose garden, open park space by a lake, and woodland. The accessible walls are old brick with some fastening points provided by the fixing hooks for trellis wires.

Selection of the entries may be necessary, particularly for indoor display where space could be limiting. If required selection will be made by the OSG Exhibition Organisers in conjunction with Spetchley Park management and their decision will be final.

The layout of the Exhibition and sculpture positions will be decided by the OSG Exhibition Organisers and Spetchley Park management in advance of the set-up. This plan is used to produce a sculpture trail map for visitors.

OSG aim to accept at least one piece from each artist. Priority will be given to new work. All work should be for sale and therefore any acceptance of Not-For-Sale entries will be at the organisers' discretion, depending on the space available.

CONFIRMATION that work has been accepted into the exhibition will be sent out by email by 29th July 2022.

WORK TYPE AND NUMBER OF COPIES AVAILABLE

Ensure that the type of work (**unique**, **series** or **edition**) is indicated on the Application Form, as applicable.

Definitions:

- Unique – a one off piece that may only be sold once.
- Series - similar copies are produced by the Artist
- Edition - identical copies are produced by the Artist

For sculpture that is part of a series or edition, enter the series or edition number of the piece that is to be exhibited and the total number that the Artist is prepared to make in the adjacent box on the Application Form, e.g. 3 of 10. This example indicates that up to 8 pieces can be sold at this Exhibition. If this information is missing from the Application Form it is assumed that only the single sculpture present in the Exhibition is available for sale.

For sculptures that are part of a series or edition, if you are entering the same sculpture at other exhibitions in 2022, please consider how many copies can be sold at this Exhibition and if necessary, add a comment on the Application Form to indicate how many copies are available.

If the Artist chooses not to set a limit on the number of copies available for sale at this Exhibition for work in a series or edition, enter “Open” in the adjacent box on the Application Form.

MEDIUM

Where possible consistent terms will be used on the Exhibition labels to describe the materials used in the sculptures, so as to avoid confusion for the visitors and buyers. For example, the term “bronze resin” will be used for consistency and transparency rather than “cold cast bronze”.

If the sculpture is permanently attached to a base, for example of wood or stone, or suspended in frame, please ensure all the relevant materials are listed in the 'Medium' section of the Application Form. In this way buyers can be clear about what is included in the sale price.

EXHIBITION SET-UP AND TAKE DOWN

Set-up will be on Monday 15th August 2022, between 10.30am and 3pm.

Take-down will be on Monday 19th September 2022, between 10.30am and 1pm.

Spetchley Park cannot offer OSG any storage facilities, so all work *must* be delivered and installed on the set-up day and removed on the take-down day.

Alternative dates for set-up and take-down are not possible.

If you are able to assist fellow-members with set-up and take down, that will be appreciated, e.g. if you have a trolley or sack barrow, please bring it.

DISPLAY LABELS

Labels with the title of the work, the name of the Artist, sculpture media, unique or edition/series and number and price in whole GB Pounds will be provided to the Artists on the set-up day, using the information provided on the Application Form.

Each Artist is required to securely label their own work(s) once installed as part of the Exhibition set-up.

PLINTHS

If sculpture needs to be displayed on a plinth in order to be safe and secure, or at a suitable height, these must be supplied by the Artist and must meet OSG exhibition standards. For outdoor display plinths need to be suitably weather proof, robust and painted in darker colours (dark grey recommended). For indoor display, white plinths are required. Work must be securely attached to the plinth and outdoor plinths must be secured to the ground.

It is assumed that display plinths are not for sale. If a customer is interested in buying the plinth, they will be directed to the Artist.

SAFETY CHECKS

Artists must have their installation checked for safety before leaving the site.

The OSG exhibition organisers and Spetchley Park have the final decision regarding safety requirements.

STEWARDSHIP and SALES

Stewarding by OSG members will be not be required at this Exhibition. Sales will be handled by an OSG representative based in the indoor display area each day throughout the exhibition.

Artists will be notified within 1-2 days by email each time one of their sculptures has sold and a complete list of all their sales during the Exhibition will be sent to them by email within 1-5 days of the end of the exhibition.

Artists will receive the money from sales of their work via BACS directly to their bank account registered with OSG, typically within 2 weeks of the end of the exhibition. Please ensure your correct bank details with OSG are up to date.

COLLECTION AND DELIVERY OF SOLD WORK

Artists must contact their buyers to either arrange collection at the end of the exhibition or for delivery of sold work. These arrangements are the responsibility of the Artist.

Please indicate if delivery is included in the price of the work on the Application Form and if necessary, add your delivery costs and terms in the 'Delivery details' box in the Application Form.

If there are any enquiries during the Exhibition about delivery of your work, especially for larger pieces, the Artist's phone details on the Application Form may be used to contact them.

REMOVAL OR REPLACEMENT WORK DURING THE EXHIBITION

It is expected that installed work remains in place at the exhibition for the entire duration to preserve the integrity of the show. Replacement of installed work by the Artist before the Exhibition take-down on Monday 18th September 2022, for example as a result of a sale for a piece in a series or edition, needs to be agreed with the Exhibition Organisers and Spetchley Park beforehand. Removal of installed work before the Exhibition take-down, would be exceptional and must be agreed with the Exhibition Organisers beforehand.

INSURANCE AND PUBLIC LIABILITY

All work is displayed at the Artist's own risk.

Neither Spetchley Park or OSG hold any insurance for loss or damage to any individual pieces of work. Exhibitors will need to provide their own insurance to cover loss or damage to their work if they require it.

OSG carries **Public Liability Insurance** for members and Spetchley Park carries its own Public Liability insurance, but it is advisable that Artists additionally have their own Public Liability insurance to ensure peace of mind for everybody.

SECURITY INFORMATION

Following the theft of a number of sculptures from Spetchley Park Gardens in 2021 a CCTV system has been installed at Spetchley Park to improve security. This system covers all entrances and areas of the gardens themselves. The CCTV images are accessible in real time 24 hrs a day to both the Spetchley Park Office and resident staff via mobile phone.