



## Dame Catherine Arts 30<sup>th</sup> Summer Exhibition

<http://arts.damecatherines.org>

*Read on for notes on how to submit your artwork, terms & conditions, and links to handy guides on how to take the best photos!*

**Please see page at the end of the letter on how to submit your 'physical and online' entry!**

June 2023

Dear Artist,

Thank you for your interest in exhibiting with us, this, our 30<sup>th</sup> show! We're planning on making this bigger and better, with the addition of a craft fair on the Sunday, workshops, and a young artist competition to grow our visitor numbers even further. Following on from the positive feedback and uptake last year, we are also offering the opportunity for artists to book a whole 'board' and hang their own work...or just drop it off and leave us to do the hard work...the choice is yours!

You are therefore invited to submit your work for inclusion in our online exhibition, with the option to hang (for an additional fee) some or all your work (up to 10 pieces) in the physical show that takes place in Ticknall over the Bank Holiday weekend (26<sup>th</sup> – 28<sup>th</sup> August). Please read on for details of how to apply to our online AND physical shows.

Submissions will again be via our website and for those who applied to last year's show online, this should be familiar. As always, this is not a curated exhibition and so everyone who applies will be exhibited and given the opportunity to sell their artwork directly to the public (**last year we sold over £15,000 of work**).

The digital exhibition also acts as our catalogue and 'selling platform', which means that we are no longer able to accept paper copies of the form or physical submissions only. (We are aware though that this is not possible for everyone and so if you require assistance with the submission process, we will be hosting some sessions to offer support with this in person – if you'd like to take advantage of this, please contact us.)

### Key dates

- 5pm, Thursday 10<sup>th</sup> August – DEADLINE FOR SUBMISSION TO PHYSICAL SHOW
- Noon, Sat. 26<sup>th</sup> August – DEADLINE FOR SUBMISSION TO THE ONLINE SHOW
- Monday 21<sup>st</sup>, Tuesday 22<sup>nd</sup> & Thursday 24<sup>th</sup> August – drop off times for physical artwork in Ticknall (you will be allocated a preferred date, but we have some flexibility so please let us know if you need to drop your work off on a specific date)
- Saturday 26<sup>th</sup> August, 7pm: Pre-view/launch event, Ticknall; website live for preview (ticketed events) – champagne & canapes, £10
- Sunday 27<sup>th</sup> – Monday 28<sup>th</sup> August, inc.: DCArts Summer Exhibition open, Ticknall, 9am – 5pm daily
- 5pm, Monday 28<sup>th</sup> August – Artists to collect their work from Ticknall at the end of the show
- Sunday 27<sup>th</sup> Aug – Saturday 2<sup>nd</sup> Sept., inc.: DCArts Online exhibition open for sales

### How will it work?

- The exhibition will be online via a website alongside the physical show. The number of artworks each artist can include in the online show is unlimited, but each piece is subject to a £2 digital hanging fee.
  - Artists can choose to pay an additional fee (of £1 for artworks and sculpture smaller than A3; £2 for artworks larger than A3) and include some (or all) of their work in the physical show (up to a max. of 10 pieces)
  - You cannot submit an artwork for inclusion in the physical show that has not already been submitted to the online show, as this entry process forms our sales database
  - All online entries will be displayed collectively as part of the exhibition (as per the physical show) but there will be the ability to filter works by artist to help buyers navigate through the works
  - Each artist will have the opportunity to include up to 300 words describing themselves, their practice, approach, inspiration, etc. which can also include links to artists own website/Instagram/facebook, etc. site and to any videos or promotional material made as part of the summer exhibition. This will only be available online but is included in the hanging fee
  - Artwork will be displayed with the purchase price (selling price to include commission) but not postage (see notes below)
  - We will give remote buyers the opportunity to request additional photos of an artwork they might be interested in if necessary, to secure the sale, and we will contact artists accordingly to arrange this
  - Successful sales will be processed by the DCArts team and then payments made (minus commission of 28%) to the artists via BACS transfer within 4 weeks of the end of the show assuming successful receipt of the artwork by the buyer. (Payments by cheque will include a £1 charge to cover postage/admin).
  - Under distance buying laws, remote buyers will have 14 days to return artworks (at their own cost) if they decide not to keep the piece. If the item is returned because the buyer feels it was not accurately described (incorrect dimensions, poor colour representation in photos, item damaged etc.) the artist may be asked to cover costs. Artists are responsible for ensuring information about their pieces is accurate.
  - DCArts will publicise the event via social media, local press, and the distribution of flyers within the local area; we will also ask all participating artists to help via their own websites/social media accounts.
- **To purchase art works**
    - Buyers will contact the sales team at any time during the physical or online show openings times via email, phone or in person
    - If the buyer is remote, or the artwork is only online, a member of our team will then get in touch with you, so we will need high availability contact details for you.
    - Where necessary, we will discuss delivery options which might include
      - sending via the post/courier (you will be asked for postage costs at the point of submitting your artwork)
      - arranging for collection from the artist by the buyer
      - arranging delivery by the artist to the buyer
      - pick-up from DCArts in Ticknall (artist to drop, buyer to collect from Ticknall).
    - When we call you to discuss a sale, we will have a preference for delivery options from the buyer, and can negotiate with you about how the work can be delivered. We may need to call a couple of times to finalise delivery details and costs.
    - Artists will be responsible for packaging up all artworks to ensure adequately protected during transit.
  - You should try to find out how much each piece you're submitting will cost to deliver, including insurance and packaging, from one or more delivery companies such as Royal Mail, Hermes etc...but if you have been unable to do so, don't worry, just indicate t.b.c. for now. Artists will be asked at the point of submitting their artwork for an indicative price for postage based on size, weight and insurance (see notes below) to give the buyer an indication of what postage might cost....please note that sending

glass in the post is difficult or prohibitively costly! Online sales are most successful for lower value pieces and those which are unframed, however if you're local to the show and could drop it in, or willing to deliver, or arrange for a courier, we will help you sell any item of your choosing!

- You will need to make sure any delivery costs include the whole piece including size, weight, insurance, and packaging.
  - We will not be held liable for damage to work if posted. You must make sure that the insurance you take out covers damage or loss to the value of the work.
  - In the event of loss or damage during transit we will refund the money to the buyer and you must claim on the delivery company's insurance.
- If the artwork is physically in the exhibition, buyers can take the piece away at the end of each day

### **Terms and Conditions for Artists Exhibiting Online**

- All submissions must be made online, no paper entries are able to be processed
- (If you are unable to complete the online submission but would still like to exhibit with us, we will be holding in-person sessions at the school; appointments will be available with one of our volunteers who will help take and/or upload photos, complete the online entry form and take payments – please contact us if you would like to take advantage of one of these sessions – dates to be confirmed in August)
- Exhibitors should ideally enter at least three pieces of work with no upper limit online (as our digital exhibition space is not restricted like our physical one!) but we will accept entries with just one or two pieces, especially from first-time exhibitors
- Entries can be original paintings, etchings, textiles, or 3d/sculpture as always, but we are also accepting limited edition photographs and prints; framed or un-framed artworks BUT the type of entry (medium/original/limited edition/framed/unframed, etc.) needs to be very clearly stated on the application form (where indicated) so that buyers understand what is for sale. If you are intending to display unframed prints in the physical show, we need to be able fix them to the wall or otherwise display them – please contact us if you would like to discuss.
- Please ensure that you measure each piece (including the frame) accurately and carefully (in centimeters), indicating (where relevant) whether it is hung landscape, portrait or square so that buyers understand the orientation
- A charge of £2 is made for each online entry, regardless of size
- Every artist must submit a written text (up to 300 words) about themselves to accompany the submission
- All pieces entered must be for sale
- 28% Commission will be taken by us on sale of work
- Artists will be responsible for posting their artwork to the buyer, or for delivering/allowing collection as outlined above. Where necessary, DCArts can assist with this for an additional cost. If you know the rough cost of postage at time of submission, which indicate it where requested; if not, please note as 't.b.c.' and we will contact you in the event of interest from a buyer.
- Artists are responsible for packaging the artwork to ensure safe transit and any postage costs must include insurance to cover the cost of the piece.
- Each entry must be accompanied by 2 photos of the piece that accurately represents the colour, texture, size, etc. We suggest that photo one shows the whole image with the frame or mount (if relevant), and the second photo shows either just the image or a close-up/detail.
- Artists are responsible for accurately representing the work for sale.
- Artists must notify us immediately if a piece is no longer for sale so that we can communicate this to buyers/amend the website.
- By submitting artwork to the show, artists accept the terms and conditions set out in this letter.

### **Additional Terms and Conditions for Artists Also Exhibiting in the Physical Show**

- Exhibitors should enter at least **three** but no more than **ten** pieces of work

- Entries should be original paintings, etchings or textiles (we may also accept some photographs and prints-**but only limited edition, signed, high quality prints**)
- All artwork (apart from canvases) must be mounted and framed. All work must have conventional string or wire hangings, not mirror brackets and BE SECURE!
- Sculptures may be submitted, although we have limited space available
- All pieces entered must be for sale
- 28% Commission will be taken by us on sale of work
- All works will be fully insured by us whilst in our possession for the duration of the exhibition, but we require artists to ensure that the fixings are suitable for the size and scale of the artwork as the artist may be liable for damage caused as a result of defective hangings
- We reserve the right to not to hang an exhibit, if this is the case, we will refund the hanging fee
- An additional hanging fee will be charged per exhibit to cover insurance and sundry hanging expenses
- In the event of cancellation of the physical show, the online exhibition will still proceed.

#### **Additional Terms and Conditions for Artists Booking a Board for Self-hanging**

- Artists can book a display board (1.2m wide x 2.4m high) for their exclusive use
- The cost for this is £30 and includes the cost of submitting an unlimited amount of works online, as well as the hanging fee for inclusion in the physical show
- You must be available to hang your own artwork on Friday 25<sup>th</sup> August (pm) or Saturday 26<sup>th</sup> August (am) and must bring your own hammer and nails as required (boards are made of chipboard, with a paint finish; screws are not permitted).
- All artworks must be in place by 1pm on Saturday 26<sup>th</sup> August.
- All artworks must be displayed with the relevant label (as provided by DCArts) positioned below the bottom right-hand corner of the item. No other printed material is permitted (your artist profile will be available to visitors online)
- Only artwork that has been submitted online can be displayed on your board as the online process generates a sales code (which is recorded on the label provided)
- There are no restrictions to the number or arrangement of artwork on the board but we ask that no items are positioned below 800mm from finished floor level to minimise the risk of accidental damage, and ask that you respect any artwork that is displayed on adjacent boards
- The position of the board could be in either the village hall or the school. Allocation of the boards will be decided at random by DCArts prior to commencement of hanging and they will be distributed throughout the show to allow artists to hang the work safely. The position and allocation of the board is fixed and changes will not be made.
- We reserve the right to amend any artist-hung arrangement that we feel is inappropriate, un-safe or causes a potential hazard
- You must book your board by 5pm on Thursday 10<sup>th</sup> August but do not need to have made your online submissions by that date. All online submissions need to have been uploaded by 5pm on Friday 25<sup>th</sup> August to allow time for labels to be printed. (Please note that if you book a board, you will be sent separate instructions on how to make your online submission).

#### **What to do next**

- Please submit your online application (see separate instruction sheet) **by 5pm on Thursday 10<sup>th</sup> August for pieces that are to be physically exhibited**. We cannot guarantee that any entries received after this date can be processed in time for the launch. (note, artwork that is to only be exhibited online has the later submission deadline of noon on Saturday 26<sup>th</sup> August and that you may continue to add further artworks for online exhibition only after you have submitted your pieces for physical display)
- Complete payment for your hanging fee (£2 per piece online + £1 for artwork less than A3; £2 for artwork larger than A3)
- Upload your artist statement (max. 300 words) along with links to website/social media etc.
- For each piece you are submitting for sale you will need to provide the following information:

- Name of artwork
- Medium/method
- Dimensions of piece including frame/mount (length x height, in centimetres)
- Original or limited-edition print
- Framed/unframed/mounted
- Hung portrait/landscape/square
- Sale price (including commission)
- Indication of postage costs where available, if not please indicate 't.b.c.'
- Photo 01: showing complete piece including frame/mount
- (optional) photo 02 showing just image or detail
- Please check your entry carefully before submitting it. It is the artists responsibility to ensure their work is accurately described.
- Please let us know in the 'additional comments' section if you are going to be away during the exhibition period; if you have problems organising postage or packing or delivery of your artwork and need assistance, etc.

### **Postcard auction**

As always, we would also like to invite artists to donate a 'postcard' artwork for our auction to raise funds for special projects in school. This year we are raising funds for our hackspace/community classroom which will replace the current outdoor toilet space – and give us additional gallery space for the art show (as well as an amazing resource for both the school and the local community throughout the rest of the year!) If you would like to donate a postcard for that event, please pop it in the post and send it to or drop it off when you bring your artwork:

Dame Catherine Arts  
 Dame Catherine Harpur's School  
 Rose Lane  
 Ticknall  
 DERBY  
 DE73 7JW

Last year we raised over £800 via the postcard auction and would like to thank you in advance for supporting us!

If you have any queries, please do not hesitate to contact us.

We are really looking forward to seeing the amazing artwork everyone has been working on this year and to welcoming even more artists, buyers, and visitors to the show.

Hopefully see you soon!

Kind Regards,

**Amanda and The Dame Catherine Arts' Team.**

Ps. If you have any 'tech' problems, please drop us a line and Keith will get back to you!

***Don't forget our 'how-to' and notes on how to make your submission – see overleaf/keep scrolling!!!***



## **‘How-to’ and notes on submitting your work to this year’s Summer Exhibition!!**

### **1 Taking your photos**

Please ensure that you take high quality images of your pieces. You can find out how to photograph art in these tutorials.

<https://www.youtube.com/watch?v=Vr7vrXd6lwU>

<https://willkempartschool.com/how-to-photograph-your-paintings-with-your-iphone/>

<https://www.arttutor.com/blog/201811/how-photograph-your-artwork-non-photographers>

<https://theartistmarket.co/photograph-artwork-with-iphone/>

We might ask you to resubmit your photo if it isn't clear.

If you'd like professional paid for shots we may be able to put you in touch with a photographer. Please contact us.

### **2 Learn how to submit your entries to the website.**

Please watch this short video on how to use the website to enter your art.

<https://www.youtube.com/watch?v=AaUgHQSKFno>

This video is also available on the home page of the website:

<https://arts.damecatherines.org/>

### **3 Visit the entries page on the website to add your works.**

You should enter each artist individually.

Do not add multiple artists to a single order.

You will automatically create an account on the system.

**It's very important that each artist has their own account. If you submit multiple artists' work at the same time, the works will all be attributed to only one person who is entered in the checkout.**

Please use separate email addresses and artist names when submitting.

We reserve the right to charge administration fees for amendments to entries due to multiple artists being submitted at the same time.

Click to add your works: <https://arts.damecatherines.org/product-category/submissions/>

4 Please email [arts@damecatherines.org](mailto:arts@damecatherines.org) if you get stuck or have a question about your entries.

We have limited capacity to edit entries so please ensure that your submissions are accurate.

If you want to remove a piece from sale please contact us.