

The 9th Annual Open Call Exhibition Submission Form

PLEASE USE BLOCK CAPITALS TO COMPLETE THIS FORM

Name	
Phone	
Email	
Social Media	(optional)
Website	(optional)

I am aged 18 or under I am aged 18+

Artwork Information

Title Of Piece		
Materials Used		
Dimensions	Height (cm)	Width (cm)
Price	Please indicate if not for sale	
Signature		

Terms & Conditions

By completing this form and submitting artwork, I confirm that I understand and comply with the following terms:

Insurance for my submission is my own responsibility, and The Presentation Arts Centre cannot accept any responsibility for my submission.

I am not submitting artwork that is damaged or in a state of deterioration, or in a condition that could harm other submissions, or the gallery and its patrons (*toxic materials, mold, etc.*) The Presentation Arts Centre reserves the right to refuse artwork that is submitted in any condition deemed as unsafe.

My submission has a **safe/adequate hanging system attached** and is **ready to hang for a prolonged period of time**. I take full responsibility for the attached hanging system, which includes responsibility if the hanging system should fail or weaken during the run of the exhibition, and any damage that occurs in this instance.

I am aware that the drop off and collection of artwork is my responsibility, and that The Presentation Arts Centre does not provide a delivery service before, during, or after the exhibition.

I am aware that I must drop off and collect my artwork during the specified drop off and collection times, or at a time that I have confirmed with The Presentation Arts Centre staff.

I am aware of The Presentation Arts Centre's Uncollected Artwork Policy, which is as follows: If left uncollected during the specified collection times, artwork will be temporarily stored in The Presentation Arts Centre for a maximum period of 60 days. If the artist does not collect their artwork within these 60 days, The Presentation Arts Centre reserves the right to donate any forgotten artwork to a charity of our choice.

The Presentation Arts Centre will routinely examine and document the condition of artwork on display, with final photo checks being carried out prior to collection. **We encourage all artists to thoroughly check their artwork before leaving the premises during drop-off or collection.** The Presentation Arts Centre is not responsible for any damage that occurs to artwork post-collection.

I am aware that The Presentation Arts Centre reserves the right to use images of my submission in situ in future marketing and promotional materials.

I am aware that a **20% Wexford Arts Centre commission** applies to my submission, and I have adjusted my price accordingly. This commission does not apply to artwork created by children and teenagers aged 18 or under.

Right To Disconnect + Staff Safety: We ask that all incoming artists respect staff scheduling and privacy at The Presentation Arts Centre. Please do not contact staff on personal phone numbers, email addresses, or social media to discuss your exhibition. Please do not visit the homes of staff to discuss your exhibition. Any activity that endangers staff privacy will result in your participation being put under immediate review with risk of removal. All correspondence regarding your exhibition must be completed through official channels.

I am aware that only ONE artwork may be submitted per person, along with this form, and a €10 submission fee which must be paid upon submission.

I am aware that The Presentation Arts Centre will not accept, display or promote any material that was created using AI, and confirm that my submission does not include any AI elements.

If You Understand And Agree With Our Terms And Conditions, Please Tick And Sign Below

Tick Here →		Sign Here →	
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Marketing Permissions

I would like to be added to The Presentation Arts Centre regular email newsletter

Yes No

The 9th Annual Open Call Submission Form - Receipt

Please retain this sheet as proof of payment **and** for collection of artwork after exhibition ends.

Name	
Phone	
Name Of Piece	
Artist Signature	

Signed Upon Submitting	
Date Of Submission	
Staff On Duty	
€10 Hanging Fee Received	

Signed Upon Collection	
Date Of Collection	
Staff On Duty	

Cheque payments must be made payable to Wexford Arts Centre

Dates For Your Calendar

Mon April 13th	10am – 8pm	Artwork Drop-Off Day
Tues April 14th	10am – 8pm	Artwork Drop-Off Day
Wed April 15th	10am – 8pm	Artwork Drop-Off Day
Sat April 25th	2pm – 6pm	Official Launch Party – All Invited!
Mon June 22nd	10am – 8pm	Artwork Collection Day
Tues June 23rd	10am – 8pm	Artwork Collection Day
Wed June 24th	10am – 8pm	Artwork Collection Day
Thurs June 25th	10am – 8pm	Artwork Collection Day
Fri June 26th	10am – 8pm	Final Artwork Collection Day