

THE 7th ANNUAL OPEN CALL EXHIBITION

The 7th Annual Open Call Exhibition Submission Form

PLEASE USE BLOCK CAPITALS & BLACK PEN TO COMPLETE THIS FORM

Name	
Address	
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:

1. Insurance for my submission is my own responsibility , and The Presentation Arts Centre cannot accept any responsibility for my submission.
2. 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 (<i>toxic materials, mould, etc.</i>) The Presentation Arts Centre reserves the right to refuse artwork that is submitted in any of these conditions.
3. 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.
4. 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.

- 5. **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.
- 6. **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. The artist will be contacted numerous times and given multiple opportunities to arrange collection of their artwork during these 60 days. If the artist does not collect their artwork within these 60 days, The Presentation Arts Centre reserves the right to dispose of any forgotten artwork.
- 7. The Presentation Arts Centre will routinely examine and document the condition of artwork on display, with final photographic checks being carried out prior to collection. **We encourage all artists to thoroughly check their artwork before leaving the premises also.** The Presentation Arts Centre is not responsible for any damage that occurs to artwork post-collection.
- 8. I am aware that The Presentation Arts Centre reserves the right to use images of my submission in future marketing and promotional materials.
- 9. I am aware that **20% 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.
- 10. **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.**

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

Tick Here →		Sign Here →	
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Additional Notes

If there’s anything else you think we need to be aware of, please let us know below!

Marketing Permissions

- I would like to be added to The Presentation Arts Centre regular email newsletter Yes No
- I would like to be emailed by The Presentation Arts Centre with visual arts opportunities Yes No

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

Name	
Phone	
Name Of Piece	
Artist Signature	

Administration Records

Artwork Submission

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

Artwork Collection

Signed Upon Collection	
Date Of Collection	
Staff On Duty	

Cheque payments must be made payable to Wexford Arts Centre

Dates For Your Calendar

Mon Feb 20 th	10am – 7pm	Artwork Drop-Off Day
Tues Feb 21 st	10am – 7pm	Artwork Drop-Off Day
Sat Mar 11 th	6pm – 8pm	Official Opening & Awards Ceremony
Mon May 8 th	10am – 7pm	Artwork Collection Day
Tues May 9 th	10am – 7pm	Artwork Collection Day
Wed May 10 th	10am – 7pm	Artwork Collection Day
Thurs May 11 th	10am – 7pm	Artwork Collection Day
Friday May 12 th	10am – 7pm	Final Artwork Collection Day