



# Exhibition Submission Form

THIS FORM MUST BE COMPLETED PRIOR TO WORK DISPLAYED

## Form Instructions

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1. Please fill out all of the information requested in the form carefully
2. Incomplete forms will not be accepted
3. Include digital images of all artworks you have listed titles for
4. When submitting digital images, be sure to name the digital images with the following 4 things (Your Name, the title, size of the work and number of the work listed on the submission form) i.e. "Joe Bloggs\_In the Flesh\_18x36\_1.jpeg"

## Artist Contact Details

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Artist's Name:

Phone Number:

Email Address:

Mailing Address:

Website (if applicable):

Collection Title:

No. of pieces:

Artist Statement/short biography included: **Y O N O**

(Please attached biography/artist statement to a separate sheet or email it along with your images)

Artist's Signature:

Date:

## Process

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1. Submit your application to Artrium Gallery
2. You may also include a short biography/artist statement. Please limit to one or two paragraphs. (optional)
3. For Digital Form submissions: either through email, online or cd through post;
  - a) Title the submission form with these 3 things: Your Name, The Date and Artist Submission Form i.e. "Joe Bloggs\_01-01-2017\_Artist Submission Form"
4. For email submissions: please send submission form, images, and bio to [kathryn@theartrium.org.uk](mailto:kathryn@theartrium.org.uk)
  - a) Put in the subject of email your Name, The Date and artist submission form i.e. "Joe Bloggs, 01-01-2017, Artist Submission Form"
  - b) Email is preferred method and will result in a quicker response
5. For post submissions: please send submission form, images, and bio to Kathryn Hall, Hartlepool Art Studio Ltd, 120a Park Road, TS26 9HU
  - a) a hardcopy submission form will be accepted when mailing submissions, as is a hard copy biography or artist statement
6. However, images must still be submitted digitally. Please include a CD with images
7. Please follow the instructions for titling digital images at the top of form
8. For online submissions: follow the instructions on the online form
9. Make sure to upload your images after filling out the form and title them appropriately, as shown at the top of this form at 3 and 3a
10. Online submissions that do not have correctly titled uploaded images will NOT be accepted. No exceptions



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## Disclaimer

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11. Information will not be shared with other parties and will be kept private and confidential.
12. All works kept in the Gallery are insured under Hartlepool Art Studio contents insurance.
13. HASL will take 30% commission from artwork sold that is created by associated artists (members/volunteers) otherwise there will be a 40% commission taken.

## Scheduled Exhibitions and Gallery Guidelines

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14. To submit your works to a scheduled exhibition please download that exhibition's submission form. Submissions for scheduled exhibitions will only be considered when the appropriate submission form is used. Each exhibit has a unique submission form.
  - a) Exhibition submission forms are released 2-3 months in advance of the opening date of the exhibit. If one is not posted in that time frame, we are not offering an open call for artists for that exhibition. Please do not submit work to closed exhibitions.
15. If the artist's work is selected for an exhibition, the artist will be expected to make every effort, within reason, to attend the full opening reception.
16. If selected for an exhibition, the artist will be expected to provide some or all artwork submitted in this application to the Gallery for exhibition
17. If selected, the artwork submitted may be used for promotional purposes. Additionally, the artist may be asked for higher resolution images of the works provided for promotional materials. The artist is expected to provide these in a timely manner.
18. The artist is expected to review the sample exhibition agreement in advance, as if the artist is selected for exhibition, he or she will be required to sign and comply with a similar exhibition agreement upon exhibition. It is assumed the artist submitting work have familiarised his or herself with this agreement and can meet the guidelines outlined in it if selected.
19. Signing the above verifies the artist submitting artwork for consideration understands, agrees with, and will meet (within reasonable expectation) the conditions outlined in this document

Print Name (Artist) \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name (Staff) \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_



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- 1) Name \_\_\_\_\_ Medium \_\_\_\_\_ Price \_\_\_\_\_  
Original  Print  Quantity \_\_\_\_ Stock Number \_\_\_\_\_
- 2) Name \_\_\_\_\_ Medium \_\_\_\_\_ Price \_\_\_\_\_  
Original  Print  Quantity \_\_\_\_ Stock Number \_\_\_\_\_
- 3) Name \_\_\_\_\_ Medium \_\_\_\_\_ Price \_\_\_\_\_  
Original  Print  Quantity \_\_\_\_ Stock Number \_\_\_\_\_
- 4) Name \_\_\_\_\_ Medium \_\_\_\_\_ Price \_\_\_\_\_  
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- 5) Name \_\_\_\_\_ Medium \_\_\_\_\_ Price \_\_\_\_\_  
Original  Print  Quantity \_\_\_\_ Stock Number \_\_\_\_\_
- 6) Name \_\_\_\_\_ Medium \_\_\_\_\_ Price \_\_\_\_\_  
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- 11) Name \_\_\_\_\_ Medium \_\_\_\_\_ Price \_\_\_\_\_  
Original  Print  Quantity \_\_\_\_ Stock Number \_\_\_\_\_
- 12) Name \_\_\_\_\_ Medium \_\_\_\_\_ Price \_\_\_\_\_  
Original  Print  Quantity \_\_\_\_ Stock Number \_\_\_\_\_
- 13) Name \_\_\_\_\_ Medium \_\_\_\_\_ Price \_\_\_\_\_  
Original  Print  Quantity \_\_\_\_ Stock Number \_\_\_\_\_
- 14) Name \_\_\_\_\_ Medium \_\_\_\_\_ Price \_\_\_\_\_  
Original  Print  Quantity \_\_\_\_ Stock Number \_\_\_\_\_
- 15) Name \_\_\_\_\_ Medium \_\_\_\_\_ Price \_\_\_\_\_  
Original  Print  Quantity \_\_\_\_ Stock Number \_\_\_\_\_

FOR STAFF USE ONLY

ACCEPTED  DECLINED

EXHIBIT NO. \_\_\_\_\_ EXHIBIT START DATE \_\_\_\_\_ END DATE \_\_\_\_\_