**Reflection - Terms and Conditions**

Please read terms & conditions carefully before sending in your application.

By entering the open call you will be agreeing to terms laid out below.

**Payment**

 ● Each artist can submit one artwork for £10, two for £15 and three for £20. This must be received before the application deadline for consideration the selection process.

● The entry fee is a non-refundable administration fee .

**Artwork**

● Up to three artworks can be submitted per application.

● Artwork should have a maximum height/width of 150cm. This is so that it can fit through Artcore’s front entrance. If your artwork exceeds this size but you believe it can fit inside (if it’s something that could be assembled inside, for example), that’s fine, please state this when describing your artworks dimensions on the application form.

● The number of submissions accepted depends on curatorial decisions. We will endeavour to make full use of the exhibition space, without overcrowding it.

**Images & Text**

● Image files submitted for Rituals and Rites should be a maximum file size of 3mb each, and clearly labelled with the artist’s name and title of piece.

 ● Artists can submit up to three images per artwork with their application.

● Artist’s images, artist statements or other materials may be used for Artcore’s archive, advertising and publicity for current and future exhibitions.

 ● While Artcore will endeavour to prevent breaches of copyright, Artcore will be in no way held responsible for any such breaches that may occur.

 **Delivery and return of Artwork**

 ● Artists are responsible for both the delivery and collection of artwork to and from the gallery, this should be in line with the dates and times Artcore will provide if selected.

● This includes payment of postage, courier services, transit/postage insurance, packaging, shipping and any VAT costs.

● Artists are also responsible for ensuring that their artwork is packaged correctly. If the artist wishes for Artcore to package artwork after the exhibition, sufficient packaging should be provided by the artist for this with clear instruction of how the piece should be packaged.

 ● Artcore will not be held responsible for any damages that may occur to any equipment and artwork whilst in transit.

 ● Artists are responsible for arranging collection of their artwork within three weeks of the end of the exhibition. Artwork not collected by then may be used to brighten our storage.

**Insurance of Artwork**

● Artists are responsible for insuring against any loss or damage that may occur to artworks, equipments and property while it is in transit, during installation and during its time in the Gallery.

**Equipment**

● Artists are responsible for ensuring that any electrical equipment they provide for the exhibition has been PAT tested.

What Artcore will do:

 ● Artcore will be responsible for the curation and installation of artworks.

● Artcore will market the exhibition; this will include distributing a press release and creating a e-flyer to promote the exhibition.

● Promotional information will be distributed to Artcore’s mailing list contacts, published online on the Artcore website and on other online spaces, including Twitter and Facebook, and advertised online in arts website listings and publications.

● Artcore will be responsible for handling any sales of artworks during the exhibition.

● Artcore will organise an evening reception for the exhibition, this will be open to the public.

**Please address all enquires to chiara@artcoreuk.com**