



Annual Open 2024 // Submission Guidelines

Key Dates //

Online Submission Deadline:	Thursday 17 October, midnight*
Delivery Dates:	Friday 18 - Sunday 20 October, 12pm - 4pm
Exhibition Dates:	Saturday 2 November - Saturday 14 December Wednesday - Sunday, 11am - 4pm
Opening Reception:	Saturday 2 November, 1pm - 4pm
Closing Event:	Saturday 14 December, 1pm - 4pm Winner Announcement at 2pm
Collection Dates:	Sunday 15 - Monday 16 December, 12pm - 4pm

**For anyone that needs assistance for submissions, we will be accepting them in person on the delivery dates.*

Submissions //

Please enter using our online form here // [Submission Form](#)

- Please ensure all artwork details are correctly entered into the submission form, as our interpretation materials take information directly from here.
- Artists must be 16 years+ and living or working in the UK.

2D & 3D Artworks //

- A maximum of **2 works can be submitted per artist.**
- Maximum dimensions for 2D artworks, including frame:
80cm height x 80cm width.

- Maximum dimensions for 3D artworks, including plinth if supplied:
80cm height x 80cm width x 80cm depth.
- All works must be ready to install with fittings attached (no clip frames).
- Works are installed in a salon-style, so works from an individual artist will not be hung together. Diptychs are not accepted. Final placement of work is at the gallery's discretion.
- Works containing food or perishable items cannot be submitted.
- After submitting the form, please email one high-quality image of the work to open@southwarkparkgalleries.org from the same email address that you entered on the form. This image will enable us to profile your work on our [online shop](#).
 - Please make sure it is an attachment, not embedded in the body of the email.
 - Please title the image file as: **Surname_First Name_Artwork Title.**
 - The image must be a JPG or PNG file.
 - The image must not exceed 1200 x 1200 pixels or 3MB in size.

Moving Image //

- A maximum of **1 work can be submitted per artist**. One further 2D or 3D artwork can also be submitted, totalling 2 works maximum.
- Maximum duration for moving image, including credits:
5 minutes
- Files must be **.mov** or **.mp4** formats and in high quality resolution.
- Works will be displayed as one looped showreel in our Salter Space as a 16:9 projection. Final order of the showreel is at the gallery's discretion.
- A title frame will be added at the beginning of each artist's work in the showreel, please do not add one if it isn't there already.
- Please do not add padding or black bars to your film.
- After submitting the form, please send your film file via WeTransfer, Dropbox or Google Drive link to open@southwarkparkgalleries.org from the same email address that you entered on the form. The showreel will be added to our YouTube channel to profile the work online.
 - Please title the film file as: **Surname_First Name_Artwork Title**

- Please also include one high-quality still image from the film as a JPG or PNG file. Please supply this image as a ratio of 16:9, no more than 720 pixels high x 1280 pixels wide (minimum width 640 pixels) or 3MB in size.
-

Delivery & Installation //

- 2D & 3D artworks must be delivered in person on the delivery dates to:
Lake Gallery, 1 Park Approach, Southwark Park, London SE16 2UA
 - Moving Image artworks must be sent via file transfer as detailed above.
 - No postal entries will be accepted.
 - Delivery dates are final, no late deliveries will be accepted.
 - The work must be ready to be installed by the gallery's technical team, no artist will be permitted on site during installation.
 - Due to a lack of storage on site, we cannot store any work or packaging.
 - Work that is inconsistent with our Equality, Diversity and Inclusion Policy will not be exhibited, this decision is at the Director's discretion.
 - The gallery reserves the right to withdraw an artist's work if the artist is in breach of our [Code of Conduct](#).
 - In the event that the exhibition is over subscribed and we encounter space constraints, we will exhibit at least one work by each entrant.
-

Collection //

- 2D & 3D artworks must be collected in person on the collection dates at:
Lake Gallery, 1 Park Approach, Southwark Park, London SE16 2UA
 - No postal collections will be accepted.
 - Proof of ID or submission receipt must be provided to gallery staff.
 - Collection dates are final. Uncollected works will be disposed of.
 - All packaging must be provided by the artist and packed on collection.
 - Moving Image files will be deleted within 1 week of the exhibition closing.
-

Fees //

Southwark Park Galleries (registered charity name: Bermondsey Artists' Group) is a not-for-profit company no. 3353857 and charity no. 1073851. The funds raised from fees and sales cover the costs of presenting the exhibition.

1 artwork - £20 (concessions £15*)

2 artworks - £30 (concessions £25*)

**Concessions are considered as: full-time student, 65 years+, unemployed and/or in receipt of benefits, and Bermondsey Artists' Group Artists.*

Submission fees must be paid at the time of your online submission by credit or debit card, unless you need assistance to submit in person.

To pay by cash or cheque, you can do so during the delivery days listed above. Cheques to be made payable to: **Bermondsey Artists' Group**.

If any work cannot be displayed in the exhibition for any reason as stated above, you will be issued a refund minus administrative fees.

Artwork Sales //

All works in the Annual Open are for sale with 60% of the value going directly to the artists and 40% contributing to our programme (excluding VAT).

2D & 3D works are sold as seen in the exhibition

In the submission form, please only add your desired sales portion. Southwark Park Galleries will automatically add the 40% + 20% VAT on top.

To keep the Annual Open accessible we have a maximum sales price of £750, which means **the artist's portion must not exceed £500.**

These examples should help guide you on the sales split:

Artists' 60%	SPG's 40% + VAT 20%	Total Price* <i>*Rounded up to the nearest pound</i>
£250	£120	£370
£500	£240	£740

To further help guide pricing your artwork, you may find ArtQuest useful:

<https://artquest.org.uk/how-to-articles/pricing-your-work/>

Terms & Conditions //

1. The Submission Guidelines act as Terms and Conditions for the online and physical exhibition of the Annual Open 2024 (the 'Exhibition') hosted at Southwark Park Galleries, registered charity: Bermondsey Artists' Group, no. 1073851 (the 'Gallery').

2. The Artist warrants that:

- they have full title and ownership of the Work and that the Work is their own original work;
- that the Work does not infringe upon third-party copyrights or other rights in any other work;
- they hold all moral and intellectual property rights to that work.

3. Southwark Park Galleries shall have no liability for any loss, damage, deterioration, or wear and tear, including frames and plinths, during the installation and exhibition.

4. The copyright of the artwork will remain the property of the artist. However, it is a condition of entry that the artist grants the Gallery the right to reproduce any image of their work(s) for use in promotion and marketing of the exhibition.

5. The Gallery is committed to protecting your privacy and uses personal information collected through submissions only for administration in relation to the exhibition and sales in accordance with current UK data protection laws. The Gallery will not sell, rent or distribute your personal information to any third party. If you have received an email as part of the mailing list and no longer wish to be

contacted, you can update preferences or unsubscribe via the link in the newsletter.

Contact Information //

For any questions about the Annual Open and submissions, please contact us at:
open@southwarkparkgalleries.org // 0207 237 1230