

TERMS & CONDITIONS

Craven Arts Exhibition



When Words Fail 30 April – 24 May 2026

By submitting your entry form, you agree to the conditions set out below. These guidelines ensure the smooth and professional running of the exhibition.

GENERAL GUIDELINES

1. NUMBER OF ENTRIES

Artists may submit up to **5 artworks** and up to **3 Browser pieces**. **3D work must be self supporting and stable.**

2. While every effort will be made to display all submitted work, due to volume and space constraints we cannot guarantee that all artworks will be displayed at the start of the exhibition.
3. **Entry fee:** £20 for members £25 for non-members
Late entries or changes to submitted works will not be accepted.
4. As this is a fundraising event, **NFS items will be subject to a £25 fee.**

Our Marketing and Social Media team welcomes **one image per artist/maker** for promotional use. These images help us create engaging publicity to attract visitors and buyers. Please send images to: **exhibitions.cravenarts@gmail.com**

PRESENTATION OF ARTWORK

5. NEW ORIGINAL WORK

Submitted work should be original and not previously shown at another Craven Arts event. All art media are accepted, including printmaking, textiles, photography, digital/mobile art, and mixed media.

Sound/video work or complex installations need to be discussed with us and agreed before submission, due to technical constraints. Please contact **exhibitions.cravenarts@gmail.com** to <word fail...> open negotiations.

Limited-edition prints (e.g., from an etching plate where each print varies slightly) are acceptable.

Printed reproductions or giclée prints must be submitted as browser items only.

6. HANGING REQUIREMENTS

All 2D artworks must be securely strung for safe hanging, using D-rings and cord.
Mirror plates and clip frames will not be accepted.
Except for canvases, all 2D works must be framed.

7. **LABELS**

All artworks must have a label firmly attached to the back (or to presentation boxes for 3D work) stating:

Artist name, Title, Medium, Price.

If the label price differs from the entry form, Craven Arts reserves the right to sell at the lower price.

Certificates of Authenticity may be attached, but Craven Arts cannot accept responsibility if they become detached.

CARDS & BROWSER ITEMS

8. **CARDS & BROWSER ITEMS**

Cards and browser prints must be relevant to the exhibition theme.

Up to **50 cards** and **3 browser prints** per artist will be accepted.

All items must be individually priced.

Please avoid placing stickers directly on the front of cards.

Artist promotional/business cards may be submitted and will be displayed at the Curatorial Team's discretion.

CHARGES & COMMISSION

9. **PAYMENT FOR SALES**

Payments (minus commission) will be made by bank transfer.

If all your work sells, we will aim to notify you before the exhibition ends.

10. **COMMISSION**

A commission of **20%** will be deducted from all sales.

11. **CONFIRMATION OF DETAILS**

Artist entry forms must be submitted by **Friday 10th April** to allow records to be compiled.

12. **INSURANCE / ARTIST LIABILITY**

Craven Arts does not provide insurance for artworks.

Artists are advised to insure their own work for the duration of the exhibition.

While every care will be taken, Craven Arts cannot be held responsible for loss or damage of any kind. Due to the nature of the gallery, some spaces are multi-use, and works may need to be temporarily removed during the exhibition.

13. **GDPR**

By providing your contact details, you consent to your information being stored

electronically for communication before, during, and after the exhibition. You may request to view, update, or delete your data at any time after the exhibition. All exhibition-related data will be deleted once payments have been completed. Your information will never be shared without your explicit permission.

EXHIBITION PROCEDURES

14. RECEIVING DAYS

Artwork must be delivered on:

26th April 4-6pm or 27th April 10-4pm. If you are unable to deliver during these times, please contact: exhibitions.cravenarts@gmail.com

15. DELIVERY

Please deliver work wrapped and **clearly labelled on the outside** with your name and the artwork title. Please print and bring 2 hard copies of the delivery note [Words Fail Delivery Note](#) (one to be returned to you and one signed by CA). If you are submitting more than 5 entries please complete an additional delivery note.

3D items may be boxed and/or wrapped.

16. STEWARDING

Artists are encouraged, but not required, to volunteer as stewards.

A guidance manual will be provided.

Stewarding rota sessions run:

11:00–1:30 and **1:30–4:00**, Thursday to Sunday.

The rota will be managed via the SignUp App; a link will be provided nearer the time.

17. SOLD WORK

We may not be able to keep sold work on display for the full duration of the exhibition, though we will try to do so where possible.

18. REPLACING SOLD WORK

We will not accept extra works unless we have specifically invited you to bring replacements in.

19. CURATION

Artwork placement is determined by the Curatorial Team.

Sold works may be replaced with reserve pieces to maintain the exhibition's overall aesthetic. Curation decisions are final and cannot be discussed or appealed.

20. PREVIEW EVENT

All exhibiting artists are invited to attend the preview event along with guests on **Friday 1st May, 5-7pm**.

21. COLLECTION OF UNSOLD WORKS

Unsold work must be collected on:

Sunday 24th May 4-6pm; or Monday 25th May 10am-4pm Please bring your own wrapping materials. If you cannot collect at the designated time, contact: exhibitions.cravenarts@gmail.com

Thank you for your cooperation.

Key dates:

Event	Date	Time
Entry form submission	Friday 10 th April	Midnight
Delivery day	Sunday 26 th April	16:00 - 18:00
	Monday 27 th April	10:00 - 16:00
Exhibition opens	Thursday 30 th April	11:00
Preview evening	Friday 1 st May	17:00-19:00
Exhibition closes	Sunday 24 th May	16:00
Collection of unsold work	24 th May	16:00 - 18:00
	25 th May	10:00 - 16:00