



TERMS & CONDITIONS

Present Perfect

By submitting your entry form you accept the conditions set out below. These are to help the smooth running of the exhibition.

GENERAL GUIDELINES

1. **NUMBER OF ENTRIES** up to 3 x 2D artworks may be submitted or 5 x 3D pieces. Whilst every effort will be made to display all, due to the volume of work we receive and space constraints, we cannot guarantee that all artworks will be displayed at the commencement of the exhibition.
2. **Entry fee** is £20
3. No late entries or changes to submitted entries will be accepted.
3. This is a fundraising event so all items are to be for sale.
4. Our Marketing and Social Media office will welcome an image per artist/maker to choose from so that we put out posters and messages that will intrigue and entice our loyal followers and the wider public of the region, to visit and buy during the event.
Submit images to exhibitions.cravenarts@gmail.com

PRESENTATION OF ARTWORK

5. **NEW ORIGINAL WORK:** Preferably Winter themed or gift led designs, artworks or items not shown at another Craven Arts event before and defined in this context as your own work. All art media are accepted, including printmaker processes, textiles, and mobile or computer-generated art, and Photography. Limited edition prints printed off an etching plate, for example, so that each one is slightly different is acceptable. Printed reproductions or Giclee prints must be browser items.
6. **HANGING:** All 2D artwork must be strung so it can be hung safely. It must be robust with D rings and cord attached. Mirror plates or Clip frames will not be accepted. With the exception of canvases all 2D artworks must be securely framed.
7. **LABELS:** All pictures or other items MUST have a label firmly fixed on the back, or on presentation boxes etc. with the name of the artist, title, medium and price. If the label price differs from the entry form, Craven Arts reserves the right to sell at whichever is the lower amount. Artists may bring Certificates of Authenticity, which must be attached to the work, Craven Arts accepts no responsibility if these become detached.

8. CARDS & BROWSER ITEMS: Winter season/Christmas cards e.g. all must be relevant to the exhibition. Up to 50 cards will be accepted, and up to 5 prints can be entered as Browser items. All items must be individually priced or may not be displayed. Please avoid stickering directly onto the front of cards to avoid damage. Artists promotional and business cards can be submitted and will be displayed as the Curatorial team prefer.

CHARGES & COMMISSION etc.

9. PAYMENT FOR SALES: less our commission will be paid by Bank Transfer. If all your work is sold we will aim to inform you before the end of the Exhibition.

10. COMMISSION DEDUCTED on all sales is 25%.

11. CONFIRMATION OF DETAILS: ARTIST ENTRY FORMS must be submitted by 31 October to enable records to be compiled.

12. INSURANCE/ARTISTS' LIABILITY. No insurance cover for artworks is provided by the Craven Arts. Exhibitors are accordingly advised to insure their own works for the period of the exhibition. Whilst every care will be taken to ensure the safe keeping of artworks, the Craven Arts shall not be held responsible for any loss or damage however caused.

13. GENERAL DATA PROTECTION REGULATIONS (GDPR) By providing your details including email address you agree to your details being held electronically. We collect data from your Form so that we can contact you before, during and after the exhibition. You can ask to see your data, update it or ask for your data to be deleted any time after the exhibition. The information provided for this exhibition is stored according to GDPR protocols. All information associated with this exhibition will be deleted once all payments have been concluded. We will never pass on your information to anyone without your express permission.

EXHIBITION PROCEDURES

14. RECEIVING DAYS: Monday 17 November (11AM-4PM) or Tuesday 18 (11AM-4PM) or Thursday 20 November (6PM-7PM). If you are unable to deliver between those times PLEASE contact exhibitions.cravenarts@gmail.com to agree alternative arrangements.

15. DELIVERY: Please deliver your work wrapped and CLEARLY labelled on the outside of the wrapping with your name and the Title. 3D items can be delivered boxed and/or wrapped. NB. A separate delivery form is not required.

16. STEWARDING : There is normally an obligation to volunteer to steward at the exhibition, however this is not mandatory and should not deter you from entering. A guidance manual will be provided. Rota periods will be 11AM-1.30PM and 1.30-4PM on Thursday to Sunday each week. We will be managing the rota through the SignUp App, a link will be provided nearer the time.

17. SOLD WORK : We may not be able to keep your work on display throughout the exhibition if sold, although we will endeavour to do so.

18. CURATION : Placement of artworks is under the direction of our Curatorial Team. During the exhibition some sold works may be replaced with artworks held in reserve. This will be done with consideration given to the overall aesthetic appeal of the exhibition. Neither the team nor Craven Arts are able to enter into dialogue or correspondence regarding curation decisions.

19. PREVIEW EVENT : All artists showing their work are invited to attend along with a guest.

20. COLLECTION OF UNSOLD WORKS : You or your nominated representative may collect your unsold work from 4-6PM on Sunday 21st December, or 11AM-12PM on Monday 22nd December. We do not want Exhibits left on the premises over the Christmas break, so please try to remove them as planned. If you are unable to attend at these times contact exhibitions.cravenarts@gmail.com. REMEMBER to bring your own wrapping protection.

Thank you for your cooperation.

2025-2026 KEY DATES

Event	Date	Times
Entry Form submission	31 October	Midnight
Receiving Day exhibition	17/18 November	11AM-4PM
Receiving Evening	20 November	6-7PM
Preview evening	28 November	5-8PM
Open Thursdays to Sundays from	27 November	11AM-4PM
Exhibition closes	21 December	4PM
Collection of Unsold work	21 December	4PM-6PM
Collection of Unsold work	22 December	11PM-1.30PM
Craven Arts House Closed	23 December to 11 January 2026	Inclusive