

JAYWICK MARTELLO TOWER COASTAL OPEN 2016

GUIDELINES FOR EXHIBITORS

OUTLINE

The Coastal Open exhibition is aimed at showcasing the talents of local artists and craft makers. Artworks must explore one of the following three themes, community, environment or heritage. The Coastal Open exhibition will be displayed at Jaywick Martello Tower (JMT) 10am-5pm, Wednesday to Sunday in September and 10.30am-3.30pm, weekends in October 2016. Associated workshops and children's activities will take place at weekends.

1. Exhibition Boards

- 1.1 Participants or groups will be allowed to submit two pieces of work each for a fee of £2 per artwork (to cover exhibition/publicity costs).
- 1.2 The maximum size of 2D artworks that we are able to display is A1. If pictures or paintings are framed they must be in lightweight frames otherwise work must be window mounted. If frames are too heavy then work will not be hung.
- 1.2 JMT will provide the hanging hooks, but framed artworks must already be strung.

2. The participants will be expected:

- 2.1 To produce high quality art or craft and drop off at Jaywick Martello Tower on Tuesday **6th September 2016**. Exhibitors are required to write the artwork title and artists name on a label and attached to the back of their submission.
- 2.2 To supply detailed information about the artwork and the artist on the entry form so that it can be included in a catalogue for the exhibition.
- 2.3 To register and complete the enclosed Coastal Open exhibition form by **Monday 8th August 2016**.
- 2.4 To deliver artworks to Jaywick Martello Tower on **Tuesday 6th September 2016 between 10.00am and 2pm**. Free parking is available at the tower. A map and directions will be sent out with acceptance letter.
- 2.5 An official private view of the exhibition at Jaywick Martello Tower will be on **Thursday 8th September at 6pm**.
- 2.6 To have their own Public/Product liability insurance cover for exhibits if required.
- 2.7 To collect their artworks from Jaywick Martello Tower, on **Tuesday 1st November 2016 between 11am and 5pm**.

Please note there will be no facilities for storage, if not collected within a month then artworks will be disposed of.

3. Art Work/Framing/Hanging

- 3.1 Participants are advised to select the best quality artwork that fits within the three themes of community, environment or heritage. The themes are open to interpretation and can include family or friends portraits, local landscapes or community activity.
- 3.2 Artworks submitted must be original works by the participant.
- 3.3 Artists are encouraged to be imaginative with medium. The exhibition will accept most forms of art and craft.



3.4 Exhibitors must ensure that framed pictures are acceptably framed or window mounted and ready strung or fixed with mirror plates. 3D work must be stable and safe.

- 3.5 In order to identify exhibitor's pictures and ensure that they tally with the exhibitor information forms, catalogue and labels each picture should have a label stuck to the back showing: name of exhibitor, title and price.
- 3.6 Artwork must not have been displayed previously at JMT; therefore if the work was submitted for any previous Coastal Open exhibitions then it will not be accepted for the 2016 Coastal Open.
- 3.7 The Steering Committee will be responsible for setting up the exhibition. They will endeavour to show each participants selection of art or crafts to their best advantage.

4. Buying / Selling Art Work

- 4.1 If artists wish to sell their artworks or craft then you must provide your details to Jaywick Martello Tower and these can be handed out to potential buyers. JMT will not sell artworks on behalf of the artists but only act as a giver of information.
- 4.2 Any work sold will be subject to 10% commission.

5. Insurance

- 5.1 Participants entering artworks must be aware that there are minor risks of work deteriorating. Artists are responsible for arranging insurance cover if required.

Please note that exhibits are displayed at the artists' own risk

6. Health & Safety

- 6.1 Boards will be set up according to Health and Safety restrictions. Under no circumstances should boards be moved or exhibits displayed to exceed allocated space.
- 6.2 Emergency evacuation procedures will be readily available at all times during the exhibitions.

7. Stewarding.

- 7.1 If participants would like to help steward the exhibition and/or conduct a workshops or demonstration then please mark available dates on the application form. The exhibition area will be open to the public from Wednesday to Sundays during September and weekends only during October 2016. An artist will ideally be on duty between 11am and 3pm on weekends.
- 7.2 Stewards will assist in keeping an eye on the exhibition and assisting the public.
- 7.3 Customers interested in purchasing exhibits will approach the stewards who can pass on artist's details with the artist's permission.
- 7.4 Please note that outside normal working hours the building is alarmed, although JMT cannot be held responsible for theft of or damage to exhibits.
- 7.5 There will be free parking and refreshments available for the stewards on duty at all exhibition and workshop locations.



Jaywick
Martello
Tower

8. Transport

8.1 Participants agree to arrange at their own cost for all necessary transport of the work to and from JMT.

9. Photography

9.1 Exhibitors must agree as a condition of entry for their artworks to be photographed for publicity and documentation purposes.

10. Contact Details

10.1 Artists must notify JMT whether or not they give permission for their contact details to be passed onto visitors enquiring about their artworks.

For further details please see the application form or contact Jaywick Martello Tower:

Telephone: 01255 822783

Email: kerith.ririe@essex.gov.uk

