

Ferens Art Gallery 2025 Open Exhibition Terms and Conditions of Entry

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**Ferens Art Gallery 2025 Open Exhibition
Terms and Conditions of Entry**

Hull City Council, Hull Culture and Leisure Ltd and the Ferens Art Gallery cannot accept responsibility for misunderstandings arising from failure to read the terms and conditions below. Please read carefully.

Eligibility

- All artists are eligible to enter, whether amateur, student, semi-professional and/or graduate, professional or established.
- All entrants must live, or be professionally based in the UK.
- Applicants must be age 16 or over.
- We only accept submissions that have been created by the applicant **during the previous 18 months**; the work must be your own.
- Artwork(s) submitted must be owned by the artist.
- Copies of artworks may be acceptable but potential purchasers must be informed if a work is a copy or derived from published sources. Please indicate clearly in the 'Further Information' section on the submission form that the work is a copy and what source has been used, otherwise a work is likely to be rejected or removed from the exhibition without further notice.
- No late submissions will be accepted after **MIDNIGHT on Thursday 8 May 2025**.

Submissions

- To enter artwork for the 2025 Open, all artists **must submit their entries online**.
- You will need access to a computer and the internet, a valid email address and a digital image of your artwork(s) in order to submit. Only high-quality digital image submissions are acceptable. See 'Images of your work' section of this document below.
- When filling in the online submission form please note that the name you provide will be the name printed in the exhibition catalogue if successful. **If you have an 'artist name' that is different to the name on your bank account, please let the Gallery know**. We need to know this in order for you to be paid promptly if you sell your work(s) in the exhibition, once the purchaser has paid in full.
- **Hull City Council and Hull Culture and Leisure Ltd can accept no liability for loss of or damage to works submitted for exhibition**. You are advised to arrange your own insurance for any artwork submissions. Ferens staff take every care over work submitted but we recommend that you avoid submitting works with unprotected surfaces, dangerous protuberances, and elaborate frames etc. Works on paper should be framed. For reasons of security, frames should be not less than half-an-

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inch wide at the back where the Gallery can attach mirror plates for hanging. See 'Framing' section of this document below.

- Up to **3 artworks** will be accepted per artist in any medium (see Restrictions section below). Any more than 3 works submitted using the online form will be charged for but will not be considered.
- There is a non-returnable handling fee of £7.50 per artwork (i.e. £15 for 2 entries, £22.50 for 3 entries). Or a £6 concessionary rate per artwork for artists aged 16–25-years and disabled artists of any age.
- **Triptychs** (artworks made up of 3 parts) / **diptych** (artworks made up of 2 parts) **or multiple-part work** can be submitted. You will need to photograph the work as one piece and not submit it online as 2 or 3 separate works. The cost of submitting one triptych would be £7.50, or £6 for artists aged 16–25-years and disabled artists of any age. In the 'Further Information' section of the online form please let us know that your work is a triptych/diptych. If your work is selected for exhibition, please make sure all parts are labelled on the back. A triptych for example should be labelled: 1/3, 2/3, and 3/3 so they don't get separated when they come into the gallery.
- The gallery will contact you via email. It is therefore important that you give a valid email address that you check regularly (including junk mail folders). A phone number is also useful if we need to get in contact with you urgently about your work. Please note it is the applicant's responsibility to confirm whether they have been successful in the event that they do not receive an email. **Hull City Council and Hull Culture and Leisure Ltd cannot accept responsibility for missing notification emails.**
- **Artists will receive a confirmation email once they have submitted an application. Please get in touch if you didn't receive confirmation by email.**

Images of your work

Please note that we are running a number of free workshops for artists who need support either photographing their artwork, or with submitting online. There are dedicated sessions for those who are disabled and require additional support. Spaces are limited and reserved on a first come, first served basis. Please see our website for details: www.ferensopen.co.uk

- Entries must be submitted online as digital JPG files only (.jpg). Images must be no smaller than **200KB (Kilobyte)** and no larger than **4MB (megabyte)** in size. If your file size is too large, we recommend you use 'Save for Web' function in Photoshop, as you can control the pixels and the file size at the same time (see the image resizing section at the bottom of the document for tips).
- You can submit up to 2 images per 3D artwork, and 1 image for 2D artworks.
- Please ensure your artwork images are of high quality, suitable for display in a digital exhibition and for use for publicity and social media. Poorly presented images, especially those that are out of focus, badly lit or pixelated will affect your chances of success. It is advisable to set your work against a plain background, and not to use filters or edit your image using software such as Photoshop, beyond the basic re-sizing of your image for online submission.

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- Each entry will be judged on your image(s) alone. It is therefore very important to represent your work as best you can. Please do not include a CV or personal information as it will not be presented to the selectors. Saatchionline.com have made this video that gives excellent guidance and tips on how to photograph artwork: <http://youtu.be/Vpj28da03JQ>
- Do not put your name, title, website, watermarks or copyright symbols anywhere on the images themselves unless this is actually part of the work you are submitting.

Video, Performance and moving sculpture

- Video, animation or performance work may only be submitted as a link to a host website or video hosting platform such as You Tube, or Vimeo. **For selection only, submissions must be no longer than 2 minutes.** Do not password protect any video links.
- Video or projection work must be accompanied by an inventory of equipment needed to display the work if selected (use the 'Further Information' section on the submission form). The Ferens Art Gallery cannot supply AV equipment to support the display of video, animation or projection work. Please be aware that due to the nature of the exhibition all works will be located in close proximity to each other and large projections, sound proofing or blackout rooms will not be possible.
- If selected, please contact the gallery in advance to discuss the format you can show your video in and what equipment you will be delivering to show it on.
- In the case of moving sculpture, or works containing sound, a link to a video documenting the work can be submitted.
- Performance / Live Art will be considered, but applicants must give clear and detailed examples of how the work is to be performed and presented for the exhibition period.

Artwork sales

- If your artwork is purchased, a red dot will appear beside your work in the exhibition to indicate that a deposit has been paid on it. If the purchaser fails to pay the balance on your work by **Friday 16 January 2026**, the work will be returned to you (in such circumstances the Gallery will contact you to request that you collect it). Payment to artists for works sold during the exhibition will start to be processed after **9 February 2026**. **To avoid any unnecessary trips, please contact the Gallery directly to check if your work(s) has been sold before coming to collect it on Saturday 17 January to Sunday 25 January 2026.**
- Please be aware that if your artwork sells during the exhibition, a member of our admin team will be in touch to request payment details. This will include a request for the full name of the account holder, account number and sort code. This information can only be used to make payments into your account, and we will not request any other account information.

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- If your work is for sale and is sold, Hull Culture and Leisure Ltd take 25% commission + VAT of the sale price, you must therefore price your work accordingly. To calculate the payment amount you will receive on a sold artwork, deduct 30% of the sale price. For example, an artwork priced at £100 would have a commission cost of £25 + £5 VAT – so the artist would receive £70 payment from the artwork sale. **If you submit a framed work, you must sell the work framed as exhibited.**

Delivery, Install and Collection

- The artist is responsible for all transport and associated costs to and from the Ferens Art Gallery. Delivery should be through the front doors of the Ferens Art Gallery.
- We will accept delivery of your work by another individual providing you contact us in advance with the name of the nominated person and that they deliver/collect within the allocated timeframe/dates. **Please make sure the named person delivering/collecting the work on your behalf brings with them proof of ID such as a driving licence or the original acceptance email for the artwork.**
- If your work is exceptionally large or heavy, then alternative arrangements can be made by contacting the Gallery in advance **T: 01482 614 290**. You will need to make sure you bring enough people to help carry the work into the gallery. This is a very busy time and Ferens staff may not be available to help.
- **Postage** If you plan to post your artwork(s) to the Gallery this is at your own risk and the work(s) are not insured by us. Please note that the Gallery can only return artworks by the internal post system if they are smaller than 610 x 450 x 450mm and weigh less than 2 kilograms 2nd class or 20 kilograms 1st class. If your parcel is larger and/or heavier than this you will need to arrange a courier to uplift the artwork at the end of the exhibition, if it doesn't sell.
- For entries that have special installation requirements or electricity/power – you should include full details in the 'Further Information' section on the submission form. Our skilled team of technicians will install the exhibition based on clear, written instructions provided in this section of the form.
- If your work(s) is selected for the exhibition you need to label each entry clearly with your name, title and price of the work. This information should match that given on your submission form. Please also indicate on the back of the work if it should be considered for the '**Hallett & Future Ferens Young Artist Award**' (for artists age 16 to 25). A list of prizes is available on our website www.ferensopen.co.uk
- Artwork(s) must be delivered and collected (if not sold) on the specific dates we provide. As Ferens Art Gallery has no storage facilities dedicated to the Open exhibition, we will dispose of any uncollected work after **Sunday 25 January 2026**, on the assumption that it is no longer required by you.
- All selected works will be displayed in the temporary exhibition galleries from **Friday 10 October 2025 to Sunday 11 January 2026**. You will not be able to collect or remove your artwork until **Saturday 17 January 2026**, providing it hasn't sold.

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- If you are unable to deliver or collect your work during the allocated timeframes, please get in touch with us as soon as possible to inform us so that we can make appropriate arrangements.
- Please note that once your artwork is on display in the Gallery, it cannot be altered or added to.
- Although all COVID-19 restrictions have been lifted by the government if things change the gallery may need to postpone, cancel or cut-short the on-site exhibition at Ferens Art Gallery. In this circumstance the gallery will be in touch with all artists via email to update them as soon as possible and make appropriate arrangements in-line with government guidance. In the event of the on-site exhibition being cancelled, works will be displayed solely in a digital exhibition. Refunds will not be available for submission fees in this circumstance.

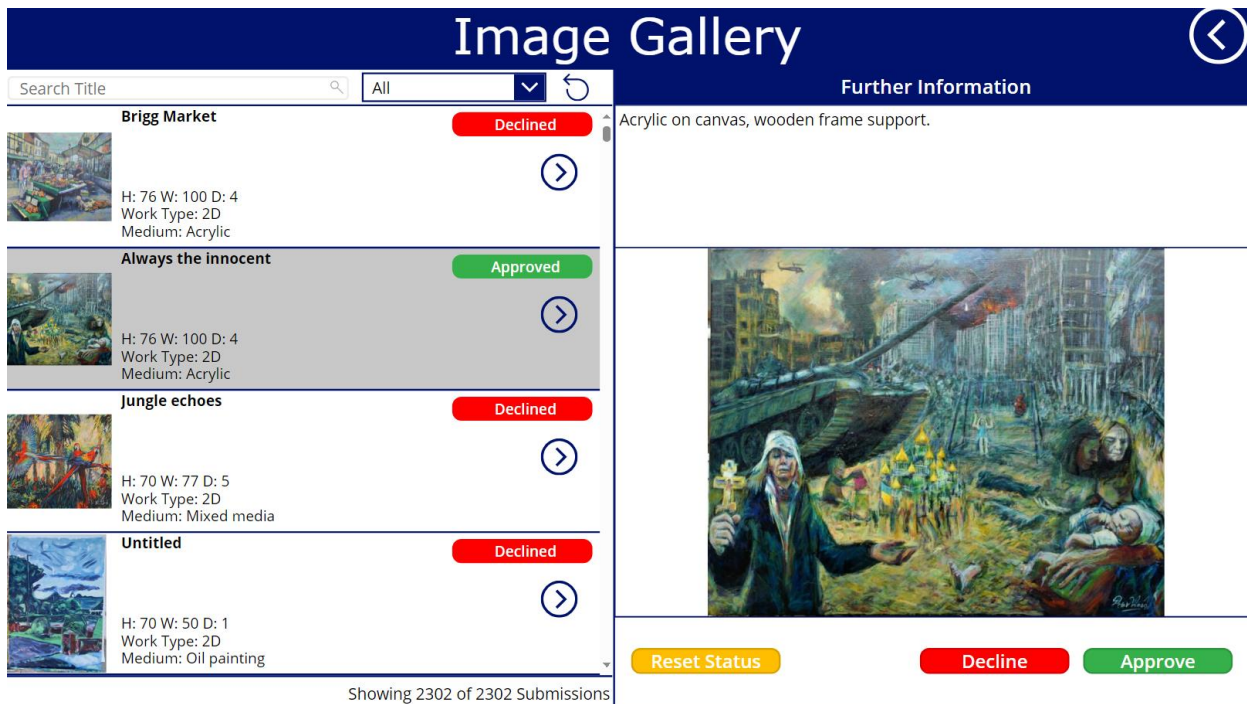
Restrictions

- Artists must make on-line submissions ONLY. We no longer accept postal entries or entries made directly to the Gallery.
- Only submit work online that will be available to deliver to the Ferens Art Gallery during the hand-in dates **Wednesday 17 to Wednesday 24 September 2025** and which is also available for display up to and including the exhibition dates and de-install period (see Key Dates section at the bottom of this document for further details). Your work must be available for these dates otherwise your work will not be included in the exhibition if selected. Works may not be removed from the exhibition before **Saturday 17 January 2026**.
- Do not direct us to any personal website, file-transfer or file-sharing resources to support your application (with the exception of 2 minute video samples). All information relating to your submission must be made on the online submission form.
- Any submissions considered a conservation, health and safety risk, or likely to cause public offence will not be accepted; the Ferens Art Gallery acting on behalf of Hull City Council will make the final decision in the event of dispute. We also reserve the right to safeguard the artwork from damage and to protect the public through use of barriers or secure fixings.
- Artworks comprising live organic matter such as cut flowers and foliage and/or food stuffs, will not be permitted in the galleries under any circumstances due to the risks posed to the permanent collections.
- None of the cosmetic or structural fabric of the building may be damaged as a result of installing or exhibiting your work. We reserve the right to protect our walls, doors and floors if the work poses a risk to them without permission from the artist.

Selection Process

- The exhibition is chosen by an independent selection panel (a new panel each year) who will select around 300 artworks. All submissions and images will be presented anonymously to the selection panel. The selectors see an image of each artwork with the title, medium and size only (**please see example image below**). Each submission will be viewed digitally via a screen so it is vital that the quality of images reflects the work accurately and as professionally as possible.
- Due to the large volume of entries, we apologise that it is impossible to give individual feedback or a critique on unselected work. As with any judged ‘open submission’ exhibition, it is possible that your work may not be selected. We understand that this may come as a disappointment, but it is important to realise that this is the competitive nature of this popular exhibition. We only have a finite amount of temporary exhibition space; the number of incredibly talented individuals who apply every year far outnumbers the amount of work we are able to display. The Gallery is unable to enter into a discussion with individual artists about the reasons their work(s) has not been selected. **The decision of the selection panel is final.**
- No personal data, including name, age, gender or education /experience will be given during the selection process.
- The selection will take place in **June 2025**. All artists will be notified of the selector’s decision on **Wednesday 25 June 2025** by email.

Example of how the selectors view the artwork



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Key dates for the 2025 Open Exhibition

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|---------------------------------|--|
| Online submissions open | 9am, Wednesday 23 April 2025 |
| Online submissions close | Midnight, Thursday 8 May 2025 |
| Notification by email | Wednesday 25 June 2025 |
| Delivery period | Wednesday 17 to Wednesday 24 September 2025 (Mon – Sat 10am – 4pm, Sun 11am – 3.30pm) |
| Preview | Thursday 9 October 2025, 6-9pm |
| Exhibition display | Friday 10 October 2025 to Sunday 11 January 2026 |
| Collection of artwork | Saturday 17 January to Sunday 25 January 2026 (Mon – Sat 10am – 4pm, Sun 11am – 3.30pm) |

Framing

- All pictures exhibited at the Ferens are fixed to the gallery walls by means of mirror plates which are screwed to the back of the frame and into the gallery wall. This is the most secure and inconspicuous way of hanging pictures, and will be done by our technical team. It is essential therefore that each work entered should have a wooden frame moulding which is at least ½" (inch) wide at the back so that the mirror plate can be attached comfortably into it (see Fig B). The frame moulding should either be flush with or higher than the back of the work (see Figs C and D). 2D works must be framed. We cannot accept glass or Perspex with unprotected edges clipped to hardboard, such as clip frames, or any other type of plastic or metal frame which has to be modified to meet our hanging methods. **If your work is selected for the exhibition and the frame doesn't meet the requirements when delivered to the Gallery it will not be accepted.** Please remove all hooks, rings, and cords from the back of the picture before delivery to the Gallery. **PLEASE DO NOT MIRROR PLATE THE WORKS YOURSELF, OUR TECHNICIANS WILL DO THIS.**
- Unframed canvases on stretchers – we are able to hang these using mirror plates.

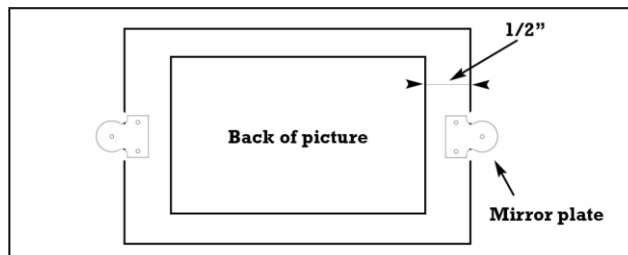


Fig B. POSITIONING ON FRAME

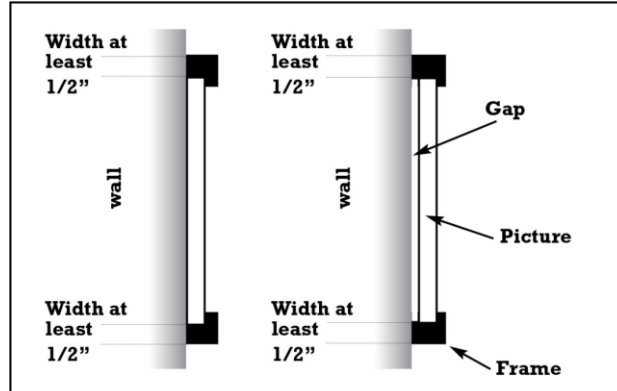


Fig C. CORRECT FRAMING

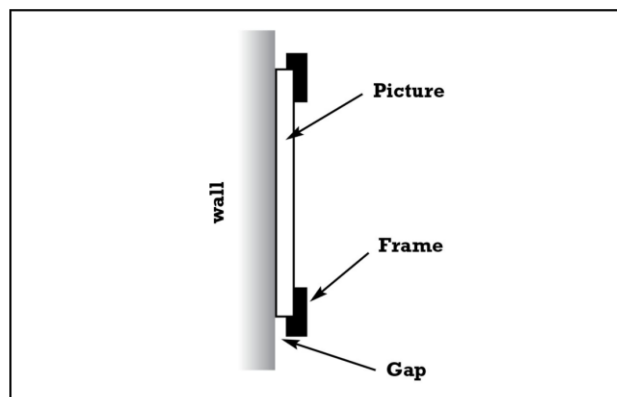


Fig D. INCORRECT FRAMING

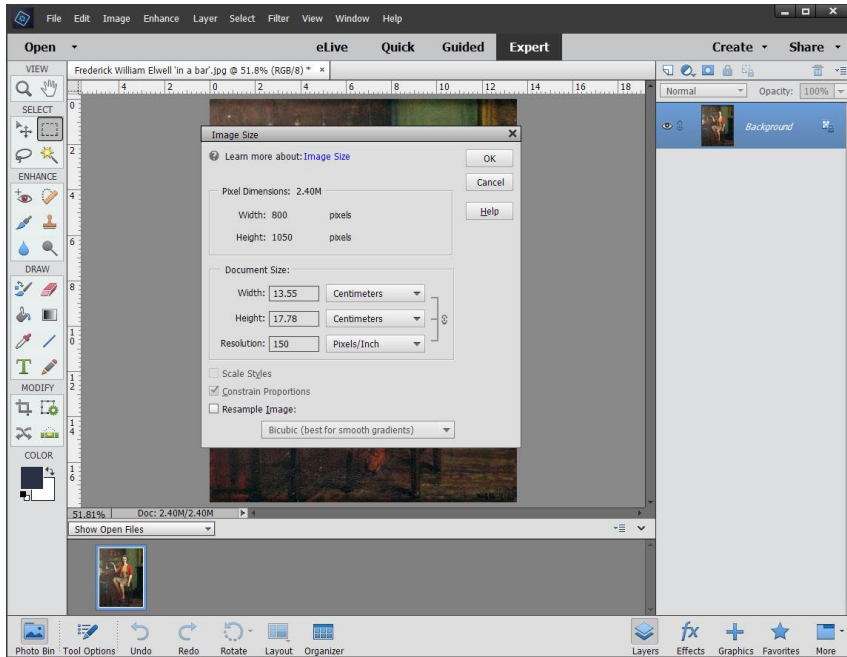
Image Resizing

If your image is over the **4MB** limit you will need to resize it.

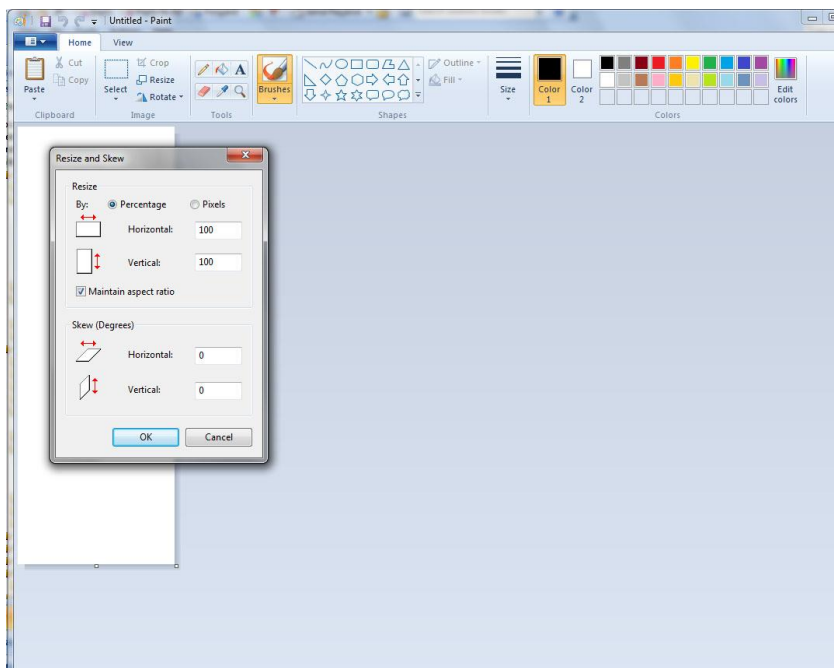
Please take care to preserve the original aspect ratio of an image while resizing. Common and more advanced programmes like Photoshop or Photoshop Elements are widely available at a charge; however, you can download a free trial of Adobe Photoshop Elements, or use free online applications such as pixlr.com (it acts in a similar way to Photoshop). It is also possible to use Microsoft Paint to re-size images. There are plenty of online video tutorials on this subject to help you, such as this You Tube link:

<https://www.youtube.com/watch?v=qu5adJfxuhw>

Photoshop Elements:



Microsoft Paint:



Contact Us

01482 614 290 (Mon to Fri, 9am – 5pm) / ferensopen@hcandl.co.uk