



## Suffolk Open Studios Members' Exhibition Clare 2025

### EXHIBITION CONDITIONS OF ENTRY

Please read the following information carefully

#### EXHIBITION DETAILS

<b>Exhibition location:</b>	The Old Goods Shed, Clare Castle Country Park, CO10 8NW
<b>Exhibition dates:</b>	Friday 28th November to Sunday 7th December, 10am-4pm
<b>Private view:</b>	Friday 28th November 4pm-8pm
<b>Drop-off day</b>	Thursday 27th November 9am-12noon
<b>Pick-up day</b>	Sunday 7th December 4-6pm (work will not be released early)

#### APPLICATION PROCEDURE

<b>Opening date for entries:</b>	Monday 29th September 2025
<b>Closing date for entries:</b>	Sunday 9th November 5pm. <b>*NB entries may close early if it is clear the gallery will be full.</b>
<b>Entry fee</b>	<b>£15</b> flat fee, one entry per member. This single entry entitles you to submit 1 or 2 main works (depending on size restrictions), plus up to 3 browser pieces & 10 greetings cards.
<b>Commission on sales</b>	<b>10%</b> - SOS will also charge 10% commission on ALL sales. Please take this into consideration when setting prices.

**Please note:** if you are unable to commit to dropping off and picking up your artwork during the times specified above, please arrange for someone else to do so on your behalf. **Make sure they are fully aware of all that will be required of them.** We have private Facebook and WhatsApp groups for SOS members where you can post requests for help – if you'd like to be added, please email us. A list of participating artists will be emailed to you after entries close.

#### ELIGIBILITY AND ENTRY

- All artists who are current members of Suffolk Open Studios (Full, Associate or Student) are eligible to submit artwork for inclusion in the exhibition.
- Entries should be submitted via the online form - click [HERE](#) - giving **ALL** details requested. If you have trouble using the form, please email us as soon as possible.
- The information provided via the online entry form will be downloaded and used to produce the **exhibition catalogue** so please make sure that everything is typed correctly with capital letters where needed and no words omitted. The online form will display information about the maximum number of letters permitted for each field. Please reserve all main pieces entered to ensure their availability, as the exhibition catalogue will be printed in advance and therefore cannot be altered.
- **Payment:** Once you have completed your entry form you should make payment [here](#). **Entries will only be confirmed when the submission fee has been paid.**
- Artwork that does not meet the criteria detailed below **will not be exhibited.**
- **Please send us a photo of your main artworks or items.** Photos help organisers plan the exhibition ahead of drop-off, as there is limited time to set up. This is not for selection; the Clare exhibition is not a juried show. Images should be in jpg format and use the filename pattern [ARTIST][TITLE][SIZE IN CM].
- **Stewarding is a Condition of Entry.** Please book your morning or afternoon slot [here](#).
- **Artist Sales Sheets** will be emailed to all participating artists once entries close.

## EXHIBITION CRITERIA IN DETAIL

Artworks/items that do not meet the criteria described below **will not be exhibited**.

- Artworks/items submitted can be in any medium: 2D and 3D works accepted.
- Artworks/items must not have been shown at a previous Suffolk Open Studios exhibition.
- All artworks/items submitted must be clearly and securely labelled with all relevant information.

The **maximum numbers** of items permitted are as follows:

	Initial quantity permitted	Replacement items
Main submission(s): 2D and 3D	One or two (see size restrictions below)	One
Browser items	Three	Two
Greetings Cards	Ten	Ten

- You may bring in replacement items following sales but must at no time exceed the permitted quantities stated above and all replacements **must meet the specified criteria**.
- Please **do not bring replacement items on drop-off day**. There is no on-site storage.
- Stewards will notify you only if your **main piece** sells.
- You **must update** your Artist Sales Sheet in the SOS Gallery file with the details of any replacement items brought in or risk not being paid if they sell.

## MAIN SUBMISSION – WALL-HUNG ARTWORK/ITEMS

- **To submit up to TWO small pieces**, the maximum size of each (including any frame): 160cm in total **width plus height** (e.g. an 80 x 80cm frame would be width 80 + height 80 = 160cm, or 100 x 60cm frame, width 100 + height 60 = 160cm).
- **To submit ONE large piece**, the maximum overall size (including any frame) must not exceed 225cm in total **width plus height** (e.g. width 125 plus length 100 = 225cm).
- **N.B. The hanging system is STAS nylon cords so weight and safety must be properly considered.**
- All wall-hung artwork should have D rings attached and be securely strung for hanging on a STAS nylon cord system using one hook (small works) or two hooks (large works).
- All wall-hung artwork must have a label securely attached e.g. written/tied/taped on, bearing the artist's name, title of the artwork and the unique identification number from your Artist Sales Sheet.

## MAIN SUBMISSION - 3D ARTWORK/ITEMS

- **Maximum size:** Footprint no greater than 80cm square.
- **Collections** of small 3D works sold individually will count as **ONE** main piece. Each "Collection" must be displayed within the specified footprint of 80cm square – no stacking unless the artwork was specifically designed to be stacked.
- For larger, **single** 3D artworks/items – up to **TWO** pieces permitted which, if displayed together, would fit within the specified footprint of 80cm square.
- All 3D artwork must be able to stand alone and be stable and safe (no wall fixings other than the hanging system provided by SOS/venue). There should be no sharp edges or points that extend beyond the footprint of the plinth/table.
- You will be required to provide your own plinth if required. Tables will be available. Table covers would be appreciated if you have them. Display stands are permitted.
- All 3D single artworks must have a label securely attached bearing the artist's name and the title of the artwork. Individual items in Collections will need a price label plus the unique identification number from your Artist Sales Sheet.

## MAIN SUBMISSION - JEWELLERY

- A collection of jewellery will be counted as **ONE** main piece.
- The jewellery display (cabinet or stand) can be of any height but must be stable and fit within the specified footprint of 80cm square.
- Each item should be labelled with the price and the unique identification number from your Artist Sales Sheet.

## BROWSER PIECES

- You may submit up to **THREE** unframed artworks for browsers (prints or originals).
- Browser pieces may not exceed 65cm x 50cm in size and have a maximum depth (thickness) of 6mm.
- Each artwork must be professionally presented and securely wrapped (e.g. mounted with mountboard and covered with cellophane). **Please ensure that each piece is as rigid** as possible. Floppy browser pieces are difficult for customers to look through and may get damaged. At drop-off, if any browser item is not considered robust enough, you will be asked to take it away with you.
- Each artwork must be clearly labelled with the artist's name, title of the piece, the price and the unique reference number from your Artist Sales Sheet.

## GREETINGS CARDS

- You may bring up to **TEN** greetings cards for sale.
- Greetings cards must be created by you (e.g. original artwork) or, if commercially printed, bear an image of your own original work.
- Each card must be clearly labelled with the artist's name, the price and the unique identification code from your Artist Sales Sheet.

**N.B. Although we will take the utmost care with your artworks/items and place jewellery displays within view of stewards whenever possible, Suffolk Open Studios accepts no responsibility for the loss of or damage to any items whatsoever. We strongly suggest that all participating artists obtain their own insurance cover for artworks/items submitted to the exhibition.**

Due to the small size of the organising team, and SOS Committee as a whole, we need strict rules and procedures to make the delivery of our exhibitions manageable and efficient. This means that out of necessity we must pass some of the burden to the participating artists.

The exhibition organisers reserve the right to amend or update these Conditions of Entry at any time.

**Please continue reading to the end of this document as further important information follows.**

## IMPORANT INFORMATION

### DROP-OFF DAY

- **Parking:** There is ample parking on site. A charge of £1 is payable for up to one hour. The ticket machines take coins and there is also the option to pay by 'phone (using RingGo) for a small extra fee.
- Bring your completed **Artist Sales Sheet** to hand in at drop-off.
- On drop-off, please allow approximately 20 minutes for work to be checked in.  
**N.B. You will not be able to simply drop your work and leave** no matter how urgent your subsequent pressing engagements may be – the checking-in procedure is important to ensure your work meets the exhibition criteria and that you will be paid for any sales
- On arrival, you will be met by a volunteer from the exhibition team who will explain the checking-in process and indicate where you should queue. Managing the number of artists dropping off work at any one time is important to prevent the process becoming chaotic and stressful for all concerned.
- Each submission will be checked for accuracy against your online entry details and to ensure all the above Exhibition Criteria have been met. Please use the checklist below to ensure this process can be completed as quickly as possible. If any information is found to be missing, you will be asked to move to a separate area to remedy this, after which you may rejoin the queue. If work does not match the online entry accurately it will be rejected from the show, and no refund will be provided.
- Any item which for which an online entry form was not completed before the deadline will not be accepted.
- You must take all your packaging material away with you.
- As stated above, please ensure that you can drop off your work between the times specified. You may arrange for someone else to drop off work on your behalf. Please ensure that they been told of the drop-off procedure, have the correct paperwork with them, and have been told that they will need to take your packaging away with them.

### PICK-UP DAY

- **Parking:** The same arrangements will apply as on drop-off day.
- On pick-up day please allow enough time at the gallery for your work to be checked out. Items may not be removed before 4pm.
- On arrival (4pm onwards), you will be met by a volunteer from the exhibition team who will help you locate any unsold items.
- Unsold items will be checked against your Artist Sales Sheet and you will then be asked to sign your work out. Any discrepancies will be noted on a discrepancy sheet.
- As stated above, please ensure that you can pick up your work between the times specified. You may arrange for someone else to pick up work on your behalf. Please ensure that they are informed of the pick-up procedure, and that they will be required to sign your work out before leaving.

## INSURANCE

Suffolk Open Studios has Public Liability Insurance in place for the exhibition. The venue also has Public Liability Insurance in place. However, we would still recommend that all exhibiting artists also have their own Public Liability Insurance. Being a member of **a-n artists** (<https://www.a-n.co.uk/>) gives you public liability insurance and we have a discount code for SOS members (SUOS1901)..

Suffolk Open Studios holds no liability whatsoever for loss of, or damage to, any works submitted to the exhibition for the duration of the exhibition from drop off to collection. Members are therefore advised to also arrange their own insurance against loss or damage to their work during the exhibition.

## PUBLICITY

The exhibition will be advertised online via social media and the SOS website as well as to our newsletter subscribers. We recommend that you also advertise the exhibition through your own channels to get as much engagement as possible.

Posters, flyers, postcards, PV invitations and graphics suitable for posting on Social Media will be available to download from the SOS website.

## SALES

You will be notified of any sales and the amount to be paid to you, usually within one week of the closing date of the exhibition. **We will ask for your bank details at this time.**

## BANK DETAILS

We are unable to hold your bank details on file due to GDPR and for security reasons. All payments to SOS are processed through a third party so we do not see your card details at any point. If we have paid you for sales in the past, there is a good chance you will still be listed as a payee on our online banking system. However, Lloyds automatically deletes payees that have not been used in a while, so we may need you to supply your details again. Delays in payments going out are almost always due to the lack of bank details.

If you have questions or are having any problems at all with your application, please email [openstudiossuffolk@gmail.com](mailto:openstudiossuffolk@gmail.com). If you include your telephone number, we can call you back.

EXHIBITOR CHECKLIST	
I have entered all KEY DATES and TIMES in my diary	
I have completed ALL sections of the online entry form	
I have checked my spelling, punctuation and capital letters (for the catalogue)	
I have submitted my online entry form by the stated deadline	
I have emailed photos of my work to <a href="mailto:openstudiossuffolk@gmail.com">openstudiossuffolk@gmail.com</a>	
I have paid my entry fee	
I have signed up for one or more stewarding slots	
My artwork meets the maximum size criteria stated	
I have reserved the submitted piece(s), ensuring availability for the exhibition	
I can drop off my work between the times specified or organised delivery	
I can pick up my work between the times specified or organised collection	
I have Public Liability insurance [Recommended]	
I have insurance for loss of or damage to my work [Recommended]	
I have printed my <b>Artist Sales Sheet</b> to complete by hand	
I have completed my <b>Artist Sales Sheet</b> to bring on Drop-off day	
<b>Wall-hung artwork</b>	
I have measured my work (including frame) and checked it meets stated size criteria	
My artwork has D-rings attached	
My artwork is strung securely and ready to hang	
I have attached a label securely to my artwork with the required information on it	
<b>3D artwork</b>	
I have measured my work and checked it meets size criteria	
My artwork is freestanding and stable, including any stand/plinth	
I have attached a label securely to my artwork with the required information on it	
I have/have sourced a suitable plinth/stand/table to bring with me on Drop-off day	
<b>Jewellery/Ceramics</b>	
I have measured my display and checked it meets size criteria	
I have labelled <b>each piece</b> with the price and a unique identification code	
I am aware that items not locked in a cabinet are entered at my own risk	
<b>Browser pieces</b>	
All browser pieces are mounted, wrapped and no thicker than 6mm	
My browser pieces do not exceed 65cm x 50cm.	
Each browser piece is labelled with the required information	
Each browser piece is backed with stiff card to improve rigidity	
<b>Greetings cards</b>	
I have checked the number of cards against the maximum quantity allowed	
Each card is labelled with the required information	
<b>Promotion and Publicity</b>	
I have posted information about the exhibition on social media	
I have invited friends and family to the PV	
I have carried out other forms of promotion for the exhibition	