

## Members' Spring Launch Exhibition 2026 (Halesworth)

### CONDITIONS OF ENTRY

Please read the following information carefully

#### EXHIBITION DETAILS

<b>Exhibition location:</b>	Holton Lodge Barn, The Street, Halesworth, IP19 8PN
<b>Exhibition dates:</b>	Thursday 14 <sup>th</sup> to Monday 25 <sup>th</sup> May 2026 (BH), 10am-4pm
<b>Meet the artists:</b>	Friday 15 <sup>th</sup> May 2026, 4pm-7pm (tbc)
<b>Drop-off day</b>	Monday 11 <sup>th</sup> May 2026, 9.30am-3pm
<b>Pick-up day</b>	Monday 25 <sup>th</sup> May 4pm-6pm, <b>work may not be removed before 4pm.</b> Last collections Tuesday 26 <sup>th</sup> May by appointment.

#### APPLICATION PROCEDURE

<b>Date for entries:</b>	Monday 23 <sup>rd</sup> March – midnight on 3 <sup>rd</sup> May 2026 <b>NB entries may close early if it is clear the gallery will be full.</b>
<b>Entry fee</b>	<b>£20</b> for main works (see below for full details). There is no additional fee for browser items or greetings cards.
<b>Commission</b>	<b>15% commission is charged on ALL sales</b> - 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 another exhibiting artist, family member or friend to do so on your behalf. **Make sure they are fully aware of all that will be required of them.** A list of participating artists will be made available after the closing date.

#### 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.
- **One 'entry' allowed per member** – see Exhibition Criteria below for an explanation of what constitutes an 'entry'.
- Once your entry has been confirmed by the exhibition organisers, we guarantee that you will have at least ONE of your submitted works shown
- Entries should be submitted via the form on our website [HERE](#) giving **ALL** details requested. Images of artwork should be sent to us via email ([openstudiossuffolk@gmail.com](mailto:openstudiossuffolk@gmail.com)).
- Images should be in **jpg format** and use filename format **[ARTIST][TITLE][SIZE IN CM] [PRICE]** e.g. jane-bloggs\_southwold-seascape\_500x500\_£450.jpg
- **The information provided via the online entry form is 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 form will contain information about the maximum number of characters permitted for each field.
- **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.** Do not send us your images until your entry has been confirmed.
- **Stewarding: Stewarding is a Condition of Entry - two shifts required** – may be completed as a whole day (10am-4pm – with lunch break). Please book your morning, afternoon or whole-day slot(s) [HERE](#). Book one morning and one afternoon slot on same day for whole day slot.

## **EXHIBITION CRITERIA**

Artwork that does not meet the eligibility criteria detailed below **will not be exhibited**.

- Artwork to be submitted can be in any medium: 2D and 3D works accepted.
- All artwork submitted must be for sale.
- All items submitted must be **clearly and securely labelled** with all relevant information.

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

	<b>Initial quantity permitted</b>	<b>Replacement items</b>
<b>MAIN ENTRY –</b>  Individual 2D (wall-hung) and/or individual 3D works	Up to <b>THREE pieces</b> or ‘items’ may be entered, of which at least <b>ONE or possibly TWO</b> may be selected by the organisers.  <b>NB the larger the artwork you enter the greater the probability that only one of your submitted pieces will be selected.</b>	If the organisers do not select all of the items you submit they will let you know which piece they would like you to bring along as a possible replacement for any sold items.  Any replacement item must be equal to or smaller in size than the piece sold.  Replacement items may be stored on site at the artists’ own risk.
<b>MAIN ENTRY –</b>  Collections - small items of 3D work e.g. small ceramics, jewellery, glass, etc.	One collection will be counted as a single artwork or ‘item’.	Replacement items within a Collection may be provided up to the quantity specified on the Artist Sales Sheet  Replacement items may be stored on site at the artists’ own risk.
<b>BROWSER ITEMS</b>	Three	Two
<b>GREETINGS CARDS</b>	Ten	Ten
NB you may only enter Browser items and Greetings Cards if you have ALSO submitted a Main entry.		

- As your MAIN ENTRY you may submit a **combination of 2D and 3D works and Collections**. However, please note that if you were to submit 1 x 2D piece, 1 x individual 3D piece and 1 x Collection of small 3D pieces – **only one or two** of these ‘items’ will be included in the exhibition.
- You may only bring the **agreed** replacement items with you on drop-off day.
- Stewards will notify you only if your **main piece** sells.
- You **must ensure** that your Artist Sales Sheet in the SOS Gallery file contains all the the details of any replacement items brought in or you **risk not being paid** if they sell.
- ALL work (including browser pieces and greetings cards, must be clearly labelled with your Artist Number, Name, Item Code, Title and the Price).\*

\*Artist Sales Sheets, Artist Numbers and Item Codes will be sent to you once entries have closed.

**Please read the detailed Exhibition Criteria on the following page.**

## EXHIBITION CRITERIA IN DETAIL

### MAIN SUBMISSION - 2D ARTWORK (wall-hung)

- **Maximum permitted size: 2D wall-hung artwork may not be larger than 1.5m on the longest side. There is no minimum permitted size.**
- Should you have more than one piece selected please note that the location of artworks within the exhibition space is decided by the hanging team so your work may not hang together. However, if your work is a diptych or triptych, please indicate this on your Entry Form – such pieces must be listed under a **single title with a single sale price**.
- All 2D work should have **'D' rings** attached and be **securely strung** 'ready to hang' with either cord or wire.
- All 2D artwork **must have a label securely attached** e.g. tied on, bearing your Artist Number, your name, the item code, the title and the price. Please ensure this label hangs down below the bottom edge of the artwork when it is hung on the wall.

### ADDITIONAL CRITERIA FOR ASSEMBLAGES AND WALL-HUNG TEXTILES

- Wall-hung assemblages and textile pieces should have secure fixings attached that will enable them to be safely attached to a standard picture hanging system (picture hook on rods, cables or over battening). If, in the opinion of the hanging team, the work cannot be hung safely and securely, it will not be shown. You will be asked to take it away. Your entry fee will be refunded.

### MAIN SUBMISSION - 3D ARTWORK

- Your individual 3D artwork or Collection of work must fit within a footprint no greater than 1m<sup>2</sup> except for sculptures that will be shown outside, in which case there is no maximum footprint.
- All 3D artwork must be able to stand alone and be stable and safe (no wall fixings other than the hanging system provided by the venue are permitted).
- No stacking of items in Collections is allowed unless the piece is specifically designed to be an individual item made of stacked components.
- The artwork must not have sharp edges or points that extend beyond the footprint of the plinth/table on which it is situated.
- You should provide your own plinth/small table. Some shared tables and display units may be available.
- All 3D artwork **must have a label securely attached** bearing your Artist Number, your name, the item code, the title and the price. Please ensure this label hangs down below the bottom edge of the artwork when it is hung on the wall. Items within a Collection must be individually labelled for easy identification by stewards.
- Items within a Collection must be **individually labelled** for easy identification by stewards.

### ADDITIONAL CRITERIA FOR JEWELLERY DISPLAYS

- The jewellery display (cabinet or stand) can be of any height but must be stable and fit within the 1m<sup>2</sup> footprint.
- **Each item** should be labelled with the **price** and a **unique name/identification code**.

N.B. Jewellery displays will be situated within view of stewards whenever possible, however, Suffolk Open Studios accepts no responsibility for the loss of items not displayed inside a secure, lockable cabinet. Artists who display jewellery on an open stand do so entirely at their own risk.

**A reminder:** Your entry is not confirmed until your entry fee has been paid and your images received. For Collections of multiple small items, photographs of a few example pieces will be acceptable.

## BROWSER PIECES

- You may bring unframed artworks for browsers (prints or originals but not canvases/thick panels) up to the maximum quantity specified on page 2. Giclée prints permitted.
- The maximum depth of each complete browser item **must not exceed 6mm**. Work on panel is permitted as long as it is no thicker than 6mm and is protected by a cello or similar.
- Each artwork must be professionally presented and securely wrapped (e.g. mounted with mat board or backing board and cello). **No 'floppy' browser pieces will be accepted** as work that is not backed with stiff card is easily damaged. At check-in, if any browser item is not considered sufficiently robust, you will be asked to take it away with you.
- Each browser item must be clearly labelled with your Artist Number, your name, the item code, the title and the price.

**We do NOT require photographs of Browser pieces.**

**Please note:** You will not be notified of the sale of browser pieces during the exhibition. You may leave replacement browser pieces up to the maximum quantity specified on page 2 at the gallery on drop off day, which will be stored on site at the artist's own risk.

## GREETINGS CARDS

- You may bring greetings cards up to the maximum quantity specified on page 2.
- The 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 your Artist Number, your name, the item code, the title and the price.

**Please note:** You will not be notified of the sale of greetings cards during the exhibition. You may leave replacement greetings cards up to the maximum quantity specified on page 2 at the gallery on drop off day, which will be stored on site at the artist's own risk.

We understand the above information is dense and may, at first glance, seem overwhelming or confusing. However, it is vital that all artists understand the Exhibition Criteria and that all work brought to the gallery on Drop-off Day is within the parameters specified or it could be rejected. Volunteers will be checking-in everything using the specific criteria for that category of item.

If you can, please attend the online Exhibition Briefing Call on Zoom (the date, time and link will be sent out in a regular Monday email) where we will be able to talk you through the entry process and exhibition criteria and answer any questions you may have. This session will be recorded and made available to members.

Due to the small size of the organising team, and SOS Committee as a whole, we need these 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. I'm sure you understand.

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.**

## **IMPORTANT INFORMATION FOR DROP-OFF AND PICK-UP**

### **DROP-OFF DAY**

- **Parking:** There is plenty of room for parking on site. A volunteer will be available to advise and guide you.
- **Timeframe:** On drop-off day, **please allow enough time at the gallery for your work to be checked in.** If all your work meets the specified criteria, is clearly labelled, and matches the paperwork, drop-off should take no more than 20 minutes. You will not be able to simply drop your work and leave – 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 at the door to the gallery by a volunteer from the exhibition team who will 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.
- The volunteer will check whether you have your completed Artist Sales sheet with you and that all your work is labelled. If the answer to either (or both) of those questions is “No,” they will direct you to a table where there will be blank forms, labels and pens for your use. If the answer to both questions is “Yes,” you will be directed to one of the two checking-in tables.
- **Checking-in:** At the checking-in tables, volunteers will check your main pieces against the Exhibition Criteria and will **check-in** all main artworks, browser pieces and greetings cards against your completed **Artist Sales Sheet** (please bring this with you). 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. You may then need to rejoin the queue.
- Please make sure that you **only bring items that were officially entered** prior to the deadline. Our catalogue is created in advance and cannot be amended at drop-off. If, for some reason, you are unable to bring in the piece selected by the Exhibition organisers please contact us by email as possible and definitely BEFORE drop-off to see what, if anything, can be done.
- **Late entries:** Any item for which an online entry form was not completed before the deadline/cut-off will not be accepted.
- **Entry fees:** Work will not be accepted if the entry fee has not been paid.
- **You must take all packaging material away with you.** If someone else drops your work off for you, please make sure they understand this and are prepared to do so.
- As stated above, please ensure that you can deliver your **work between the times specified.** You may arrange for a friend, family member or other exhibitor to drop off work on your behalf. Please ensure that the drop-off procedure described above has been explained to them and that they come with the complete paperwork.
- Once your work has been checked-in another volunteer will take it to a secure ‘staging area’ for curation. You are then free to go.

**NB if your work is heavy – e.g. an external sculpture, please ensure that you are able to lift, carry, and site it yourself or that you bring someone with you to help.** The volunteers are not expected to carry out any form of ‘manual handling’ as they do not have the correct training and would not be covered by our insurance.

## PICK-UP DAY

- **Parking:** The same arrangements will apply as on drop-off day.
- **Checking-out:** On pick-up day please allow enough time at the gallery for your work to be checked out. This ensures you are paid for any items sold and that we stand a fighting chance of sorting out any discrepancies.

**IMPORTANT: Please do not remove your items from display before the specified time and do not pack them or remove them from the gallery until they have been checked out by a volunteer.**

- **On arrival:** You will be met by a volunteer from the exhibition team who will indicate where you should queue so milling around the gallery space before the exhibition closes will not give you an advantage.
- The afternoon stewards on Pick-up day will usually start sorting unsold greetings cards and browser items into groupings by artist. Main items are usually really easy to find. **Before going to the checking-out desk, please make sure you have all your items with you (main, browser and greetings cards)**
- **Signing out:** When you have found everything, volunteers at the checking-out desk will mark all unsold items against your **Artist Sales Sheet**. You will then be asked to **sign your work out – i.e. sign the Artist Sales Sheet to confirm that you have located all unsold items and are taking them away with you**. Any discrepancies will be noted on a separate discrepancy sheet and will be investigated by the Exhibition Team.

**N.B. Suffolk Open Studios will be unable to recompense you for any missing items\*\* if you do not complete this process.**

- As stated above, please ensure that you can pick up your work between the times specified. If someone else is collecting work on your behalf, please ensure that they understand the pick-up procedure and the need to sign your work out on your behalf.

\*\*As stated in the Exhibition Criteria above, no reimbursement will be made for missing jewellery items that were not stored within a secure, lockable cabinet.

## ADDITIONAL INFORMATION

### 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 as well as insurance against loss or damage to their work if it is particularly valuable. Being a member of a-n artists gives you public liability insurance and we have a discount code for members of SUOS1901.

### 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 in order to get as much engagement as possible.

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	
Have you entered all key dates and times in your diary?	
Have you completed ALL sections of the online entry form?	
Have you checked your spelling, punctuation and capital letters (for the labels)?	
Have you submitted your online entry form by the deadline?	
Have you paid your entry fee?	
Have you signed up for a stewarding slot?	
Does your artwork meet the maximum size criteria?	
Have you reserved the submitted piece(s), ensuring availability for the exhibition?	
Have you checked that you can drop off your work between the times specified?	
Have you checked that you can pick up unsold work between the times specified?	
Do you have Public Liability insurance? [Recommended]	
Do you have insurance for the loss of or damage to your work? [Recommended]	
Have you printed your <b>Artist Sales Sheet</b> to bring with you on Drop-off day?	
Have you completed your <b>Artist Sales Sheet</b> ?	
2D artwork or other wall-hung artwork	
Have you measured your work (including frame) and checked it meets size criteria?	
Does your artwork have D-rings attached?	
Is your artwork strung ready to hang?	
Have you securely attached a label to your artwork with its title and your name?	
3D artwork	
Have you measured your work and checked it meets size criteria?	
Is your artwork freestanding and stable, including any stand/plinth?	
Have you securely attached a label to your artwork with its title and your name?	
Have you sourced a suitable plinth/stand/table if required?	
Jewellery	
Have you measured your display and checked it meets size criteria?	
Have you labelled each piece with the price and a unique identification code/name?	
Are you aware that items not locked in a cabinet are entered at your own risk?	
Ceramics	
Have you labelled each piece with the price and a unique identification code/name?	
Browser pieces	
Is the mounted and wrapped piece equal to or less than 6mm in depth?	
Is the longest side of the wrapped piece equal to or less than 80cm	
Is each piece labelled with its title, your name and the price?	
Greetings cards	
Have you checked the number of cards against the maximum quantity allowed?	
Is each card labelled with your name, the price and title/unique identification code?	
Promotion and Publicity	
Have you posted information about the exhibition on social media?	
Have you invited friends and family to the Meet the Artists event?	
Have you carried out other forms of promotion for the exhibition?	