



The Harbour Cottage Gallery

Castlebank
Kirkcudbright
DG6 4LB

www.harbourcottagegallery.org.uk

Dear Artist

The annual Harbour Cottage Gallery OPEN EXHIBITION will take place from 20 June to 2 July 2022 (Opening Hours 10.30am – 5.00pm)

I am pleased to invite you to take part in the Open Exhibition at the Harbour Cottage Gallery.

HANDING-IN DAY: Sunday 19 June (*time to be confirmed*)
COLLECTION OF UNSOLD WORK: Saturday 2 July (*time to be confirmed*)

A form to list your work is attached. It would be a great help if you could fill in the electronic version on your computer and send it to me by email in advance. If you have picked up the paper form then drop me an email (open@harbourcottagegallery.org.uk) and I will send you an electronic version.

Beforehand

Please let me have the following details, by email preferably, for each piece you intend to submit by 1 June if possible and **by 13 June at the very latest**:

- Title – Medium – Selling Price – Approximate size

This is so that I can prepare labels to go on the wall and have an idea of the number of pieces to expect.

It would be helpful if you could email me a couple of images of the work you will submit for use in publicising the exhibition.

On the handing-in day

Please bring the completed form with you when you bring your work in. Even if you have already sent it by email.

There is no selection. We aim to hang three pieces for all artists, provided that they are properly presented (see below), they are not too large and there is sufficient wall space. You may include a fourth “reserve” piece. All work must be for sale.

There is an exhibition fee **£12** to be paid when you hand in your work on 19th June. Please bring the correct amount in cash or a cheque made to Kirkcudbright Harbour Cottage Trust.

You must take all packaging material away with you – we have nowhere to store it.

Afterward

All work *must* be collected by on on behalf of the artist on the afternoon of 2 July (time and final arrangements to be confirmed). We have nowhere to store work in the gallery.

Important notes

1. You may submit up to four original pieces, and nominate one as a reserve, but please note that the Hanging Committee reserves may swap your reserve if it fits more easily into the exhibition.
2. In addition, you may also submit up to six mounted originals or prints.
3. In addition, you may submit up to 20 single cards OR packs of cards.
4. **All work must be for sale.**
5. The gallery will **deduct a commission of 30%** from your selling price, so please keep this in mind when pricing.
6. The gallery may use images of your submissions for publicity purposes.
7. Pictures submitted must not have been exhibited in the last 'Open' exhibition.

Presentation of your work

If work is not prepared according to these guidelines, it may be impossible for us to hang it.

Work for the wall must be well framed or presented as a box canvas. If framed, the backing board must be taped to the frame. We do not hang clip frames.

The work will be hung in the gallery from small hooks. A pair of D-rings on opposite sides of the frame works best for us, but we can also hang from a cord. *Please do not use wire.* It is impossible for us to display work that does not have hanging fittings.

The work must be labelled. One label must be fixed to the rear of work *securely so that it cannot fall off.*

A second label should be attached to the rear of the work by a string long enough for it to hang over the top of the frame so that the label dangles down the front of the picture where it can be read. (This label enables us to identify the work during hanging and will not be visible during the exhibition.)



Each label must include: the **artist's name; medium; title and selling price.**

All mounted originals, cards and prints must be wrapped and labelled with the artist's name, medium, title and selling price. We cannot display anything unwrapped or not properly labelled.

Yours sincerely

Alistair Hamilton – Volunteer Open Exhibition Organiser

Contact: Alistair Hamilton - tel: 07970 825264
email: open@harbourcottagegallery.org.uk