

**DJANOGLY GALLERY  
NOTTINGHAM LAKESIDE ARTS**

**UNIVERSITY AUTUMN EXHIBITION 2018  
13 – 27 October**

**REGULATIONS**

- 1 The sending-in days are **Thursday 4 to Sunday 7 October inclusive only** (please see opening times for the gallery at the bottom of this document). All entries must arrive at the Gallery by these dates. No entries may be made before or after these dates.
- 2 All Fine and Applied Arts, including photography, can be submitted. All work must be original (not copied) and produced within the last two years. Works which have been previously submitted cannot be put forward again.
- 3 There is an entry charge of £3.00 per exhibit. The entry fee should accompany the entry form and cheques should be made payable to the University of Nottingham.
- 4 **Each entry** must be listed on the entry form (please **PRINT LEGIBLY IN BLOCK CAPITALS**) and each submitted work **MUST BE** clearly **LABELLED** with the artist's name and title of work on the back or attached to 3-D work.
- 5 All two dimensional work **MUST BE** framed and mirror plated **BEFORE** they are brought to the gallery. Please ensure that the size and number of mirror plates is suitable for the weight of the work and also that the screw-hole is far enough from the frame-edge to be used without damaging the frame. For oils which may be unframed and unglazed, please be aware that you will need to provide a cover to protect the fronts when they are stacked. Please note that 'frameless' works (i.e. clip frames) **WILL NOT** be accepted.
- 6 **SIX** works may be submitted in total. Whilst the judging is as inclusive as possible, we do not guarantee to select a work from everyone. Once the selection of works has been made, you will be notified of the outcome by post.
- 7 Many works are usually sold at this exhibition. Exhibitors are requested to make it clear on the entry form whether their work is for sale or not. The Gallery takes 25% commission (plus VAT on that commission) on sales, so please state the selling price of your work to include the commission.
- 8 **Unaccepted Works**  
We are **VERY** short of storage space, so unaccepted works **MUST BE** collected between **Tuesday 16 and Sunday 21 October inclusive**. If you are unable to collect your unaccepted works during this time in person please make arrangements for them to be collected by someone else. A fine of £1 per day **WILL BE LEVIED ON** works not collected by 21 October, which is payable on collection. An invoice (minimum £5) will be raised and sent to you from our Finance Department for fines not settled at the gallery desk. The Gallery reserves the right to dispose of all works uncollected at 14 days from Sunday 21 October.

- 9 **Accepted Works**  
If unsold, exhibited works must be collected either on **Sunday 28 or Monday 29 October**. Please note that the Gallery is normally closed on Mondays but we are making an exception for the collection of works as the Gallery will not have space to store your works. The times will be 10am to 4pm. If you are unable to collect the works yourself, arrangements will need to be made for someone else to collect them on your behalf. A fine of £1 per day **WILL BE LEVIED** for works not collected by Monday 29 October, which is payable on collection. An invoice (minimum £5) will be raised and sent to you from our Finance Department for fines not settled at the gallery desk. The Gallery reserves the right to dispose of all works uncollected at 14 days from Monday 29 October.
- 10 **Sold Works**  
You will receive payment for sold works approximately three weeks after the exhibition closes. This will be by BACS and details on the information required to process the payment can be found on the attached payment form. Please make sure this form is attached to your entry form when you submit your works. Once payment has been made, this information will be shredded. It is your responsibility to find out if your works have been sold or you need to collect them so please call the gallery desk on 0115 951 3192.

### **INFORMATION**

Works received will not be insured either by the University or the Djanogly Gallery. Exhibitors who wish their works to be covered should make their own arrangements.

The decision to accept or not any works submitted will rest entirely with the Selection Committee.

Entries are invited from: undergraduates, postgraduates, research fellows, academic staff (including part-time tutors in the School of Continuing Education and their current students), technical staff, administrative staff, former students and members of staff and any other members of the University Community, and their partners.

If you have any queries, please contact the Visual Arts Office on 0115 951 3189 or email [tracey.isgar@nottingham.ac.uk](mailto:tracey.isgar@nottingham.ac.uk).

**Opening hours for the Djanogly Gallery:** Tuesday–Saturday: 11am-5pm;  
Sunday: 12noon-4pm