**Your Work Here: The Amelia Scott Open Exhibition 2025  
Submission Guidelines**

Thank you for considering taking part in our upcoming exhibition! Below, you will find all the information you need to submit your work. Additionally, you can watch our video guide, which will walk you through the submission process step-by-step. We are excited to see your contribution and look forward to sharing your creativity with our visitors!

**1. Important Dates**

|  |  |
| --- | --- |
| Submission deadline | Friday 31 January 2025 |
| Exhibiting artists’ private view | Thursday 13 February, 6.30-8.30pm |
| Exhibition open to the public | Friday 14 February – Sunday 1 June 2025 |
| Collection dates | Thursday 5, Friday 6, and Saturday 7 June, 10am-4pm |

**2. Submission Criteria**

1. Anyone aged 16 or above who lives, works, or studies in the TN postcode area is eligible to enter. You do not need to have a formal arts education or have displayed your work in public before.
2. Artworks must not exceed A4 paper size dimensions: 210mm x 297mm (8.3 x 11.7 inches). For 3D works, the maximum depth is 297mm (11.7 inches). Smaller works are also welcome.
3. Accepted art forms include paintings, drawings, prints, photographs, textiles, collages, sculptures, models, ceramics, and other 2D and 3D materials.
4. Digital artworks, including audio-visual pieces such as films or sound works, will not be accepted.
5. Each artist may submit only one artwork.
6. There is no judging panel or selection process; one work per artist will be exhibited if it meets the criteria.
7. Multi-part works (e.g., diptychs, triptychs, installations) will not be accepted.
8. All works should be submitted unframed.
9. Artworks that do not meet the submission criteria will not be included in the exhibition.
10. The submission deadline is Friday, 31 January 2025. Late submissions will not be accepted.
11. If we receive more submissions than we can display, we will move the submission deadline forward. Therefore, we recommend submitting early.
12. If you have any questions or are unsure whether your work meets the criteria, please contact us.

**3. Restrictions**

The following works will not be included in the exhibition:

1. Artworks that exceed the maximum A4 paper size dimensions of 210mm x 297mm (8.3 x 11.7 inches).
2. Submissions deemed a conservation, health and safety risk, or likely to cause public offence. The Director of Arts, Heritage, and Engagement will have final say in the event of dispute.
3. Digital artworks, including audio-visual pieces such as films or sound works.

**4. Submission Process**

1. Download the submission pack from the website or collect one from The Amelia.
2. Read the submission guidelines and terms and conditions.
3. Complete and print the submission form.
4. Clearly indicate the top of your work on the back so that we can hang it correctly. If this is not marked, the exhibition team reserve the right to display the work as they see best.
5. Place your submission in an envelope, along with the submission form.
6. Hand-deliver your submission to The Amelia or send it to us in the post. Address your envelope as follows:   
     
   Your Work Here Open Exhibition 2025  
   The Amelia Scott  
   Mount Pleasant Road  
   Royal Tunbridge Wells  
   Kent, TN1 1AW

**5. Display of Artwork**

1. All submitted works will be displayed in the temporary exhibition space from Thursday, 13 February to Sunday 1 June 2025. Please note that you will not be able to collect or remove your artwork until Thursday 5 June 2025.
2. The exhibition team at The Amelia will be responsible for hanging the selected works and will ensure they are presented professionally, honouring the integrity of each piece. All decisions regarding the placement of the works made by the team are final.
3. You will not be able to choose the placement or arrangement of your work.

**6. Artwork Sales**

This is not primarily a selling exhibition. However, if visitors inquire about purchasing your work, we will share your contact details, provided you have indicated your consent on the submission form. Any sales arrangements are to be made directly between the artist and the buyer.  
  
  
**7. Collection and Return of Works**

1. You can collect your work from The Amelia on Thursday 5 June, Friday 6 June, and Saturday 7 June, between 10 AM and 4 PM only.
2. If you are unable to collect in person, we will return your work via post to the address provided on your submission form.
3. Any work that remains uncollected and without a return address after 31 July 2025 will be disposed.
4. Sold work must be collected by the artist or it will be returned by post to the address provided on the submission form. Any onward delivery to buyers must be arranged independently.

**8. How Can We Support You?**

If you require the submission guidelines in a different format, such as large print, BSL or an audio version please email [culture@tunbridgewells.gov.uk](mailto:culture@tunbridgewells.gov.uk).

If you require any support in completing your application, you can contact our team by emailing [culture@tunbridgewells.gov.uk](mailto:culture@tunbridgewells.gov.uk).

**9. Contact Information**

If you have any questions regarding your submission, please email [culture@tunbridgewells.gov.uk](mailto:culture@tunbridgewells.gov.uk) or call 01892 554197.

**10. Terms and Conditions**

1. The Amelia Scott and Tunbridge Wells Borough Council accept no liability for any loss or damage to works submitted for exhibition. Artists are encouraged to arrange their own insurance for their artwork submission if they deem it necessary.
2. If you plan to post your artwork, please note that this is at your own risk, and the works are not insured by us during transit. Works returned by post will be sent Royal Mail 2nd Class. Please note that we cannot be held responsible for any loss or damage that may occur during the return process.
3. Please minimise the protective wrapping on delivered artwork. While we will do our best to return works in their original packaging, we cannot guarantee this.
4. Artworks submitted without a completed submission form will not be included in the exhibition.
5. Artworks that do not meet the submission criteria will not be included in the exhibition.
6. The artist warrants that:

* They have full title and ownership of the work and that the work is their own original creation.
* That the work does not infringe upon third-party copyrights or other rights.
* They hold all moral and intellectual property rights to the work.

1. The copyright of the artwork remains with the artist. However, by submitting, the artist grants The Amelia and Tunbridge Wells Borough Council the right to reproduce any image of their work for promotional and marketing purposes related to the exhibition.
2. Any personal data that you provide will be processed in accordance with current data protection laws. It will be used by The Amelia and Tunbridge Wells Borough Council to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. For more information, please find our privacy notice here: <https://tunbridgewells.gov.uk/privacy-and-cookies>
3. Any work that remains uncollected and without a return address after 31 July 2025 will be disposed.
4. Information collected through equality and diversity monitoring will be anonymised and stored separately to information required to process the submission.
5. By completing and submitting the submission form, you provide consent for The Amelia and Tunbridge Wells Borough Council to collect your information.

**Your Work Here: The Amelia Scott Open Exhibition 2025  
Submission Form**

**Participant details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone number |  |
| Social media handles |  |
| Website |  |
| Connection to TN postcode (tick all that apply) | Live  Work  Studio  Study |

**Artwork details**

|  |  |
| --- | --- |
| Artwork title |  |
| Medium |  |
| Short description of your work (for identification only) |  |
| Is the work for sale? | YES  NO |
| I consent to sharing my contact details with prospective buyers | YES  NO |

**Signature**

|  |  |
| --- | --- |
| I have read and agree to the exhibition terms and conditions. | |
| Signed |  |
| Date |  |

**Office use only**

|  |  |
| --- | --- |
| Date received |  |
| Registration number |  |