



BIG ART SHOW PAISLEY: ENTRY RULES

Entries open: 14th February 2022

Deadline for entries: 31st May 2022

Hand-in: Week commencing 25th July 2022

Exhibition Opens: Fri 26th August 2022

Exhibition Closes: Sat 26th November 2022

PART 1 - RULES APPLYING TO ALL ENTRANTS

INTRODUCTION

- The **Big Art Show, Paisley** is organised by Outspoken Arts Scotland Limited, which is dedicated to the advancement of arts and education, equality, and diversity. Outspoken Arts Scotland is a registered charity in Scotland (SC023620) with its registered office at Unit 33, Sir James Clark Building, Abbeymill Business Centre, PAISLEY PA1 1TJ.
- All funds raised, including entry receipts, for the **Big Art Show, Paisley** are used for the purposes of prizes, promotion, and educational activities. The exhibition is a not-for-profit-making activity by the Charity and is managed by its staff and volunteers.
- In accordance with the General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018, Outspoken Arts Scotland will hold all personal data securely. It will only be used in the process of administering the exhibition and will not be transferred to any third party.
- There is no limit on the size of work that may be entered however anyone wishing to enter work larger than 200cm x 200cm should first contact the Exhibition organiser, Steven Thomson Tel 0776 272 2460 steventhomson@outspokenarts.org

Critical dates:

- Entries **open** on 14th **February 2022** and **close** at 23:59 hrs GMT on **31st May 2022**
- On **1st July 2022**, the artists selected for the exhibition will be **posted on this website** <https://outspokenarts.org/bigartshow>
- Works selected for exhibition **should be delivered to the exhibition venue** by week commencing **25th July 2022**. Artists unable to deliver work in person must arrange to deliver their work by courier or other means.
- **The exhibition will open to the public on Friday 26th August 2022**. It will be held at Store 1, Paisley Centre, 12-22 Causeyside Street, Paisley PA1 1UN. open
- After the **exhibition closes on Saturday 26th November 2022** all works will be **available for collection** at Store 1, Paisley Centre, 12-22 Causeyside Street, Paisley PA1 1UN.
- All works accepted for the exhibition must be available for the entire exhibition run, to end of Saturday 26th November 2022.



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CONDITIONS FOR ENTERING THE EXHIBITION

- The Exhibition is open to anyone who considers themselves an artist and whose work is suitable for public exhibition.
- Artists may make multiple entries.
- Artists whose work is selected for the exhibition may share the information immediately and as often as you wish. We ask all exhibiting artists to help us promote the Big Art Show, Paisley by tagging their work **@bigartshow #bigartshow #paisley**
- In accepting artworks for the Exhibition, the decision of the Selection Panel is final, and no correspondence can be entered into. All works are judged on individual merits and suitability for exhibition. The Selection Panel will look at and discuss the power and quality of the image, and the technical skill in execution.
- All notifications to artists regarding receipts, submissions and collections will be via email only.
- The **Big Art Show, Paisley** organisers reserve the right to disqualify any piece of work at any stage of the exhibition if the artist has not adhered to the rules. Anyone who enters the exhibition who is not eligible or is disqualified for non-compliance with the rules of the exhibition will forfeit their hanging fee.
- Artists, or their representatives entering the Big Art Show, Paisley, warrant that they are fully authorised and entitled to enter into the agreements contained in these Rules, in respect of all rights in the work including ownership, copyright, moral rights, the rights of the people, names, trademarks, designs or works of art depicted and that no further permissions or conditions are required to deliver these agreements.

Submitting work

- Submissions will be via the link <https://outspokenarts.org/bigartshow>
- The first round of judging works for selection will be completed our Selection Panel who will review the work digitally. It is therefore important that the digital image sent by the artist is of a high quality. For advice, please read our Photographing Artwork guide in Part 3.
- Artists must prepare one high-resolution photograph of each complete work for use in the catalogue if the work is selected for exhibition and should be taken in any case before framing. The higher resolution image should be no larger than 3500 x 4900 pixels at 300 DPI. Artists should submit this higher quality image with the entry form. If the file submitted is not suitable or in the correct format the electronic submission may fail. If this occurs Artists should seek guidance from the exhibition organisers. Manual or postal submissions will not be accepted.



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- Images of artwork submitted for the awards should not show a visible signature. See the Photographing Artwork guide in Part 3. for more information.
- All entries must be correctly labelled in the submission form stating, title of the work, its size and medium. Omission of any data may cause the work to be rejected. Please do not use all UPPER case or any “quotation” marks or special characters as these make cataloguing of entries difficult.

Entry & Hanging fees

- Entry to the **Big Art Show, Paisley** is FREE. However, all works accepted by the Selection Panel will have a **Hanging Fee of £10 per picture**. Hanging Fees will be payable at the hand-in. Payments will be accepted by card or cash.
- The Selection Panel will be at liberty to remove works from the exhibition that do not conform to standards indicated in the digital submission.

EXHIBITION

- Artists or their representatives who enter the **Big Art Show, Paisley** agree that the works submitted may be exhibited at any venue.
- Short descriptions of the work should be included in the entry form, and these may be used in the exhibition catalogue. The organisers of the **Big Art Show, Paisley** reserve the right to edit descriptions provided by artists for use in the catalogue and to promote the exhibition.
- Artists whose work(s) have been selected for exhibition will be notified on 1st July 2022.
- Artists selected for the exhibition will receive an invitation for themselves and a guest to one of the preview events either on Friday 26th August or Saturday 27th August 2022. The cost of travel and accommodation for these events is the responsibility of the artist.
- Artists short-listed for any prizes will also be invited to attend a Prize Presentation (dates to be confirmed)
- The exhibition will be open to the public from 11am to 5pm, Tuesday-Saturday beginning Friday 26th August 2022.



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INSURANCE, DELIVERY AND COLLECTION OF WORKS

Insurance

- The responsibility for damage or loss, however and whenever caused, is the responsibility of the artist. Artists are therefore advised to arrange adequate insurance cover against such risks. The sponsors, the carriers, storage facility, the judging venue, the exhibition venues, any other subcontractor, or Outspoken Arts Scotland shall not be liable for any loss or damage caused by their negligence. We will do our best to ensure all works are protected. If your work is especially fragile, please help us to ensure it is properly protected by supplying appropriate packaging.
- When artists have supplied strong packaging, we ask it to be clearly identified and promise to do our best to ensure it is used to protect their work throughout, especially during transportation.

Delivery

- Works selected for exhibition must be delivered to the collection venue at Store 1, Paisley Centre, 12-22 Causeyside Street, Paisley PA1 1UN at a date and time to be confirmed. Artists are responsible for ensuring their works are delivered at the appropriate time and day.
- Please note that Outspoken Arts Scotland cannot acknowledge receipt of artwork sent by post. Applicants requiring proof of delivery by post are advised to use a recorded delivery service.
- If a courier is shipping works, artists must take full responsibility for all costs. The artist should not tick the box advising the courier company to bill the recipient. Equally on the return of any work the artist should not tick the box indicating that the sender will pay the transport. Outspoken Arts Scotland will not cover these costs and will instruct the shipper to contact the artist directly for payment.
- If works are being sent from abroad, it is the artist's responsibility to check with their courier company that their paintings/photographs have cleared Customs and have been delivered on the required dates. The artist is responsible for any import Customs charges and duties if works are being shipped from abroad.

Collection

- After the exhibition closes on 26th November 2022, all works will be made available for collection by the artist.
- All arrangements for collection and the cost of returning works after exhibition is the responsibility of the artist.



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- Works selected for exhibition cannot be removed before the end of the exhibition.
- The artist is responsible for providing their own bubble wrap or packaging either for hand-in/delivery or hand-back/collection.
- Artists relying on couriers to collect their work must advise the courier of the need to provide additional packaging materials and to pack the items. Artists are responsible for all courier costs including packaging. Outspoken Arts Scotland will not arrange courier collections or post works on behalf of the artist.

Uncollected artworks

- Any artworks that remain uncollected may be charged a storage fee. To release paintings from storage, all charges must be paid in full.
- The organisers reserve the right to dispose of or destroy any work not collected one month after the latest date for collection of exhibited works.

PUBLICITY, COPYRIGHT AND SALES

- The copyright for all works exhibited will remain the property of the artist, but it is a condition of entry that the artist or their representatives agree unconditionally that Outspoken Arts Scotland may reproduce any exhibited works, free of charge, for the purposes of marketing, promotion, merchandise, discussion and education in direct connection with the exhibition, in all media worldwide including the exhibition catalogue and subsequent publications, posters, prints, postcards, the internet and within television documentaries, and may license these specific, limited rights to others only for the same purposes. Outspoken Arts Scotland also reserves the right to reproduce selected images free of charge for core non-commercial purposes.
- Some processes of the exhibition or exhibition may be filmed, and entering the exhibition constitutes agreement for the artist's artwork to be included in such filming, whether broadcast or not. Artists will be credited for the use of their work, wherever practicable.
- It is also a condition on entering the exhibition that the artist agrees that visitors to the exhibition are permitted to take photographs of their work for personal, non-commercial use during the run of the exhibition.
- **Sales of works** during the exhibition will be permitted with 25% commission (+ VAT) payable to Outspoken Arts Scotland. Artists whose work is for sale must provide the asking price on submission.

PART 2 - RULES APPLYING TO FRAMING/HANGING

- All works entered should be ready to hang and display with flat mirror plates only attached. [Click here for example.](#)

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- There is no size limit for submitted works. However, if any work is larger than 200cm by 200cm when framed, artists must contact the exhibition organiser, Steven Thomson steventhomson@outspokenarts.org Tel 0776 272 2460 before submitting the work. Our decision will be made on a case-by-case basis and subject to accessibility or height/width restrictions at the exhibition venue.

PART 3. PHOTOGRAPHING ARTWORK

PREPARATION

- It is important to use bright, soft lighting, preferably natural light from a large window or, if photographing outside, do so on a grey, overcast day.
- Ideally put the camera on a tripod but if this is not possible, place it on a flat, level surface. The work to be photographed should be parallel, either horizontally or vertically, to the camera lens. The centre of the lens should be pointing directly at the centre of the work.
- You can include the frame in your photograph. However, if the work is glazed, we recommend removing the frame to avoid reflection. If this is not possible, try using a polarising filter.
- Place your work against a neutral background, as plain and simple as possible leaving as small a space as possible around the frame. For larger works these should ideally be on an easel or propped against a flat wall. For smaller works it may be possible to lay it on the floor and take your photograph from overhead.
- If the work is signed, please cover the signature before taking the photograph to send with your entry for the awards. You should take and withhold a second photograph with the signature that may be used in the catalogue if your work is selected for the exhibition. (See Hi-Res TIFF below.) If you leave the signature in view, we will photoshop a 'blob' over it, which might not look as good as you'd like.

TAKING THE PHOTOGRAPH

- Set the ISO in your camera to 150 or 200 depending on the model and make sure you clean the lens with a microfibre cloth.
- Switch off the camera's flash and any electric lights in the room. Adjust the white balance in the camera to daylight.
- Zoom in a little but not too much. (If using a smartphone or tablet, avoid zooming). Set the aperture to F8. If the picture appears too dark or too light, use the dark/light compensation feature. Colour and exposure should be as close as possible to the original artwork.
- Use a self-timer and cable release to take your photo, to ensure that the camera is still for the exposure.



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- If your camera is on a tripod, make sure you turn off the image stabilisation or vibration reduction setting to ensure maximum sharpness to the image.
- To maximise the image resolution, leave only the smallest of margins around the work (you may want to crop this out later). The edges of the work must remain parallel to the camera frame.
- Make sure the work is in focus. If the shot appears blurry then the camera has moved or has not been stabilized sufficiently.
- Take several shots and keep checking your images so that you can make adjustments. Check that the image is sharp and faithful to the artwork.

PREPARING YOUR ENTRY

- Review the image using either Picasa (Windows) or iPhoto (Apple). You may also use Adobe Photoshop or similar software but do not apply features that make the photo look different from the original. Use the cropping tools and double-check the borders. Do not overdo the contrast or, indeed, any part of the editing process. The picture must be as near to the original as you can get it.
- Zoom in 100% and look over each part of the picture carefully, using the retouching tool as necessary.
- Save two copies of the photo: an original and any edited/touched up version.
- Your image should be a hi-res JPG/JPEG or TIFF image (42 cms or 4900 pixels on the longest side) and at 300dpi that you will keep in case your work is selected for exhibition.

CAVEATS

At time of writing these rules there are still some government restrictions on events because of the Covid-19 Coronavirus pandemic. Outspoken Arts Scotland reserves the right to alter any dates, times and conditions of this exhibition should any restrictions be in force or come into operation that would prevent the delivery of any activity stated in these guidelines. Outspoken Arts Scotland will adhere to all government guidelines and cannot be held or made liable for any consequential or subsequent loss to any artist should we be unable to fulfil an agreement to exhibit any work.

BIG ART SHOW PAISLEY

Regd. Office: Outspoken Arts Scotland Limited

Unit 33, Sir James Clark Building, Abbeymill Business Centre, Seedhill, Paisley PA1 1TJ

Steven Thomson, Creative Director & Company Secretary

Tel 0141 847 1122 / 0776 272 2460 | <mailto:steventhomson@outspokenarts.org>

<https://outspokenarts.org/bigartshow> | [Facebook](#), [Twitter](#) & [Instagram @bigartshow](#)

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