

DEAR ARTIST,

Congratulations! This message confirms the **ACCEPTANCE** of your submission for the artwork named above to the **BIG ART SHOW 2022** exhibition to be held in Paisley.

The exhibition will open on **Friday 26th August 2022** and a separate invitation for the launch party will be emailed to you.

Your artwork should be handed in to the exhibition venue on the dates as follows

<u>Hand-in Dates</u>	<u>Delivery Times</u>
Monday 25 th July	10:00 - 16:00
Tuesday 26 th July	10:00 - 16:00
Wednesday 27 th July	10:00 - 16:00
Thursday 28 th July	10:00 - 16:00
Friday 29 th July	10:00 - 16:00
Saturday 30 th July	10:00 - 16:00



DELIVERY ADDRESS

The Art Department (formerly Allders) [2-10 Causeyside Street, Paisley PA1 1UQ \[MAP \]](#)

- Delivery of work will be via the main doors to The Paisley shopping centre on Causeyside Street. Entrants should take the **Escalator or Lift to Level2** to enter the exhibition site.
- Parking is quite limited on Causeyside Street, with a few disabled spaces outside Greggs.
- General location information can be found at <https://outspokenarts.org/artdeptpaisley>
- **Sat Nav Postcode: PA1 1UQ.**

You will find attached to this email **3-part LABELS** which you should fix to your artwork

- Fill in Part A (part B & C should autofill/autocomplete).
- If you have difficulty print the form and fill in all Parts by hand.
- Attach the label sheet to back of your artwork near the bottom edge.

Please note that each artwork handed-in requires a **£10 hanging fee**

- To be paid at the hand-in date. We accept cash or card payments.
- We cannot accept work that is unpaid.

If sending work by courier

- Please get in touch to advise us of delivery details.
- Steven Thomson, 0141 847 1122 or steventhompson@outspokenarts.org
- Arrange payment of hand-in fees by bank transfer
Outspoken Arts Scotland Ltd - Sort Code 80-83-44, Account No. 06003635

Hanging Method

- We request that your artwork is fitted with [‘D’ mirror plates](#) in most instances.
- However, if this is not suitable either for unframed work, textiles, digital or otherwise please supply clips, or some appropriate fixtures and a description of how it should be displayed.
- We will supply plinths or display cases for ceramics, sculpture, and small objects.
- Please note if for any reason, either due to lack of space or technical difficulties, we are unable to hang your work, we will be in touch with you to arrange return of your artwork and refund of your hanging fee.

- Alternatively, we will be using multiple screens and some work can be displayed digitally.
- If you are uncertain of your hanging method or fixtures required please [contact us](#) for advice.
- Please note if your artwork is very large or heavy, please bring sufficient helpers to load in. Your work should also come wrapped for safe transport. We cannot accept responsibility for any damages.

Sale & Return of Artwork

- Please ensure you have marked the price of your work for sale.
- If not for sale type 'NFS' on the label.
- We charge 25% Commission + VAT on the commission element.
- Sold or unsold works may be collected between 27th Nov - 3rd Dec, 10am-4pm
- Any monies due to Artists will be remitted prior to 23rd Dec 2022 if not sooner.

Further information on the exhibition will be announced soon. Meantime, please keep an eye on our social media channels for day-to-day news and feel free to follow us **@bigartshow** or tag **#bigartshow**

<https://www.facebook.com/bigartshow/>

<https://www.twitter.com/bigartshow/>

<https://outspokenarts.org/bigartshow/>

Thanks again for your support.

Steven Thomson
Creative Director & Company Secretary
Outspoken Arts Scotland Ltd

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<https://outspokenarts.org>

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BIG ART SHOW - ARTWORK LABELS

Title of Work			PART A stays with artwork
Medium		Price	£
Name (CAPS)			
Address			
Town/City		Postcode	
Telephone			Catalogue No. (office use only)
Email			

Title of Work			PART B for catalogue
Medium		Price	£
Name (CAPS)			
Address			
Town/City		Postcode	
Telephone			Catalogue No. (office use only)
Email			

Title of Work			PART C artists receipt
Medium		Price	£
Name (CAPS)			
Address			
Town/City		Postcode	
Telephone			Catalogue No. (office use only)
Email			