

the
HORTON
EPSOM

Instructions for Entering Work to The Horton Summer Exhibition

Exhibition Schedule

- Closing date for online entries: 10th June 11.59pm
- First round judging*: 14th to 30th June
- Selected Artists Contacted*: 1st July
- Exhibition fee payment deadline: 11th July
- Collect promotional flyers/posters Available from 12th July
- Updated description submitted: 17th July
- All artists publicly announced: 24th July
- Artwork delivered to The Horton*
 - Friday 26th July 9.15 - 4.30pm
 - Saturday 27th July 9.15 - 4.30pm
 - Monday 29th July 10am - 1pm
- Summer Exhibition Private View: Thursday 1st August 6 – 8pm
- The Horton Summer Exhibition: 1st – 21st August

Please read the Instructions below carefully before completing Your online entry form (“the Entry Form”) as, together with the Terms and Conditions of Entry and Sale of Your Work(s) (“Terms”), they will form a contract between You and The Horton.

“You” and “Your” shall refer to the person (Artist) submitting the Work and potentially selling the submitted Work.

I. Process of Entry

1.1 Complete the online submission form on [The Horton's Opportunities page](#) on the CuratorSpace Website.

1.2 The appropriate fee will be payable using a debit or credit card after the first submission has been completed. If you wish to submit two or three Works, you will be able to make further submissions after the first.

1.3 Entries are limited to 1000 places. If this number is reached, entries will be closed and You will no longer be able to make a submission.

1.4 The Horton Summer Exhibition Panel will then shortlist up to 200 entries. Judges may request, if required, that Work is delivered to The Horton for the final round of selection.

1.6 Those shortlisted after the first round of selection will be contacted by email, with delivery instructions if required.

1.7 You may submit up to three Works for entry but only one will be shortlisted per Artist.

1.8 The final list of all exhibitors for the Summer Exhibition will be announced publicly by 24th July 2024.

2. Delivery of Shortlisted Works

2.1 Works should only be delivered to The Horton if they have been shortlisted in the first round of selection and if You have received specific instruction to do so from The Horton. Notification will be sent by email requesting that Your Work be delivered on specified days. Any Work delivered outside of the times given in the exhibition schedule cannot be accepted.

2.2 All Works must be unwrapped and checked before they are handed over.

2.3 If Your 3D artwork has specific requirements for display, please contact us if it is shortlisted for the final round of judging.

3. The Summer Exhibition Judging Panel

All submitted digital images of Works, and shortlisted Works, will be available to The Horton Summer Exhibition Panel for judging. The Panel will comprise both professional artists and curators. The panel will include a minimum of six people and The Horton reserves the right to replace any member of the Exhibition Panel at its discretion.

4. Framing and Glazing

4.1 All two-dimensional Works submitted must be framed or on canvas board with D-ring fixings compatible with The Horton's hanging system. Clip frames are not acceptable.

4.2 In the event that You choose to submit an unframed Work, it will be strictly at Your own risk.

4.3 We suggest that You add soft padding to all corners of Your Work for transportation.

5. 3D Works

5.1 You are responsible for ensuring that Your Work is able to withstand delivery, handling and display in the Exhibition.

6. Inadmissible Work

6.1 The following types of Work are inadmissible:

- A Work over the specified size limit of 110cm x 110cm (sculpture should not exceed 100cm width on the longest side);
- A Work that has already been exhibited in a major institution in London
- A Work that is not recently made
- Printed reproductions of original works
- A Work that contains noxious or toxic substances, has flammability below 50°C, contains human tissue, or incorporates dangerous electrical appliances. Note: all electrical appliances must be accompanied by current PAT test certification.
- A Work that comprises textile elements of animal origin including, but not limited to, wool, silk, animal hair, leather and feathers, which has not been treated for pests. All Work comprising textile elements of animal origin must be treated for pests prior to its delivery.
- Any interactive Work that requires handling and any audio visual Work that requires headsets unless they are being provided by the artist with PAT-tested certificates.

7. Pricing of Works and Sales Procedure

7.1 You will be required to state the price You wish to charge for Your Work on Your Entry Form. Prices will be printed in the List of Works. No changes to prices stated on the Entry Form may be made after the Entry Form has been submitted.

7.2 All prices stated on the Entry Form must include: The Horton's 20% commission plus VAT; VAT on Your share where applicable (i.e. if You are registered for UK VAT).

8. Deposits and Collection of Sold Artworks

8.1 Deposits for any Work for sale will be taken in person at The Horton and the Purchaser's contact details given to the Artist.

The Horton will provide the Artist with the Purchaser's name, telephone number and email address. This is for the purposes of completing and fulfilling the purchase. By making an Offer to Purchase, you consent to The Horton sharing your personal data in this way. The Artist is required to handle your personal information securely, confidentially and for the purpose of this transaction only, unless you agree to the information being used in another way.

The Horton will not have any liability to any person in respect of any incorrect information provided to it by you or the Artist.

8.2 All arrangements for payment of the balance, collection, or delivery of Works are made between the Artist and the Purchaser.

8.3 The Artist shall contact the Purchaser promptly to complete the sale of the Work and keep the Purchaser fully informed of the progress of the sale.

8.4 If the Purchaser decides not to proceed with the sale, their deposit will not be refunded.

8.5 If an Offer to Purchase is accepted, it will be only on the condition that the Work(s) remains at The Horton until the exhibition closes on 21st August 2024.

The Work(s) will be available for collection during the period given in the exhibition schedule and will only be given out by The Horton on presentation of the official paperwork duly signed by the Artist or the Artist's representative.

The Horton receives a commission on each sale from the Artist which is used to support the charitable work of The Horton.

*The Horton is a charity registered in England and Wales
Number: 1167510 (Horton Chapel Arts & Heritage Society).*