

**NEIGHBOURHOOD SERVICES**

**Major Events Team**

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**Art in the Gardens 2025**  
**Sheffield Botanical Gardens Saturday 6 and Sunday 7 September**  
**Preview Evening Friday 5 September**

**Dear Artist**

We are delighted to invite you to submit work for the Art in the Gardens Open Art Exhibition. Please find enclosed the Open Art Exhibition Submission form (with details of selection process and delivery of artworks to show on the reverse). Terms and conditions are on page 2/3 of **this** letter.

Hope you will be exhibiting with us in 2025.

Yours Sincerely

*Major Events Team*

**Major Events Team – Art in the Gardens**



[www.facebook.com/ArtintheGardensSheffield](https://www.facebook.com/ArtintheGardensSheffield)  
[www.artinthegardens.com](http://www.artinthegardens.com)

# Art in the Gardens Terms & Conditions

## SUBMISSIONS:

- This is a selected show, open to all artists. The subject of your submission must be suitable for a family audience. AIG take no responsibility for artists infringing copyright. Preference will be given to original compositions.
- All artwork must have your name, title of work, medium and retail price clearly marked on the back.
- If appropriate, framing must be to a professional standard with picture cord or wire for hanging. Please do not attach anything to the front, as it will be removed.
- You can submit up to 5 original works, this will be limited if your work is very large. AIG may refuse to consider very delicate, badly presented or inappropriate artworks.
- There is a fee of £5.00 for small/medium works (.45m<sup>2</sup> and under, eg up to 67cm x 67cm), or £10 for large works (over .45m<sup>2</sup>) for each selected piece, payable on delivery to the event. Pieces wider than 1m and with a height higher than 1.3m will not be accepted.
- Once selected your work should not be made available for sale anywhere else until after the exhibition closes.
- All works MUST be for sale.

**1. INSURANCE:** AIG's Public Liability Insurance, does not cover damage or loss to your work, this is your responsibility. We can provide contacts for relevant companies. There is overnight security on site during the event.

**2. SELECTION:** This year the selection will be done via email/post, please see reverse of the Submission form for details, deadline for us to receive your form and images of **20<sup>th</sup> June**.

**3. AWARDS:** The organisers and the independent judge will allocate award categories to aid in the judging process. You can opt out of the judging on the form. All artists submitting work are asked to be available on the day of the prize-giving (Sunday afternoon) in case they are a category prize-winner.

**4. COMMISSION:** AIG take **25% commission on all sales** to help offset the cost of staging this event. This is removed from the price you put on the form which is used as 100% for calculations. Payments for sold artwork will be sent by direct bank transfer (made out by our event exhibitor & trade curator Julie Wilson/Sadie Wilson of Just Jules Events), made payable to the name given on the Submission form. As a condition of entry your contact details will be shared with both Julie Wilson and Sadie Wilson to facilitate payment and to assist with administration of the Sales and Information Desk.  
If you have not received payment for a sold painting within 30 days of the show date, please contact the Major Events Team AT [events@sheffield.gov.uk](mailto:events@sheffield.gov.uk) or 0114 2736433.

**5. DELIVERY AND COLLECTION FROM THE EVENT:** All selected artwork is to be brought on **Friday 5 September** to the Botanical Gardens between **9.00am – 12.00 noon**. Artwork buyers will be able to collect their purchases between 5.40pm and 7.00 pm on Sunday 7 September. Artists can collect unsold work between **6.00pm and 7.00pm** on Sunday. AIG take no responsibility for artwork not collected at this time - artists must collect or appoint someone to collect unsold artworks for them using the submission form as a receipt.

## **Art in the Gardens Terms & Conditions**

**6. INDEMNIFICATION:** The Organisers exercise all reasonable care for comfort and safety of exhibitors and their products but they are not responsible for the entire or partial loss, non-staging or detention of, or damage to same, or to any person or property, whether arising from accident or other persons or from any other cause. Further, it is a condition of entry that each exhibitor will hold the Organisers blameless and will indemnify them against legal proceedings and also against compensation for damage arising out of, in consequence of or in connection with any such accident, loss or damage and entries are only accepted on this distinct understanding.

Art in the Gardens Tel: 0114 273 6433 e-mail: [events@sheffield.gov.uk](mailto:events@sheffield.gov.uk)