

Art in the Gardens 5 - 7 September 2025

SUBMISSION FORM – OPEN ART EXHIBITION

	Arrival Number	No of Artworks
Selection Days – N/A – Email Submissions must be received by us no later than – 20th June 2025		

PLEASE COMPLETE CLEARLY IN BLACK INK AND BLOCK CAPITALS

	Title of artwork	Medium	Price in £ (inc. 25% commission)	size in cm * (W x H)	Office Use (Num)	Office Use (Cat Num)
1						
2						
3						
4						
5						

Artist's Name	
Address	
Telephone	
Email	

Name details given will be used for the Exhibition Label for your work.

Name and address details will be used for payment if your artworks are sold

Signature.....

Hanging fee paid in full

☐

Please sign to agree to terms & conditions

COMPETITION CATEGORIES are allocated to entries in partnership with our independent judges. The Judges can also allocate up to three Highly Commended awards.

Categories are:- Abstract, All Scapes, Figurative & Portrait, Miscellaneous, Photography, Still Life and Flowers, Wildlife and Animals.

If you do not want your entry to be judged for any category, please tick box

☐

Email this form completed along with up to 5 images (500kb – 2mb each in size) to events@sheffield.gov.uk , by no later than Friday 20th June.

Art in the Gardens Open Art Selection Process

Please ensure that you submit work between April and end June to be sure that your work is put through for selection process for the Open Art Show.

- Email this form completed along with up to 5 images (500kb – 2mb each in size) to events@sheffield.gov.uk , **by no later than Friday 20th June.**
- Each image file must be named or numbered to coincide with the titles of the artwork on the form.
- Please ensure the form is complete, i.e. ensure you include the price, medium, size dimensions of each artwork.
- If you are struggling to email, then please feel free to print off your images and post along with completed form to

Major Events Team (Art in the Gardens)
Room 311
Town Hall
Pinstone St
Sheffield
S1 2HH

Once we have selected the work that we would like to include in the exhibition, we will send you an email from michelle.taylor-steer@sheffield.gov.uk confirming what pieces have been selected with a secure link to make payment of the hanging fee of £5.00 (per small work) or £10 (per large work) for each selected piece online, once payment has been made we will post your amended form that will include all accepted pieces along with each piece's catalogue number (Cat Num), attached to the form will be the coinciding sticky catalogue number labels for you to attach to the bottom left corner of each artwork.

Please discard your old original form and keep the amended form safe and ready for delivery to the show in September.

Delivery to the Exhibition

- Bring selected artworks **AND the updated Submission Form** to the Open Art Exhibition Marquee at Sheffield Botanical Gardens, between **9am and 12noon** on Friday 5th September.
- Enter the Gardens on foot via the main entrance on Clarkehouse Road - the Botanical Gardens will be closed to the public for event set up.
- When you have handed in your artwork, your Submission Form will be receipted and returned to you.
- **All artwork must have your name, title of work, medium and retail price clearly marked on the back or it will not be accepted.**
- The Submission Form is also your authority to collect your unsold artworks after the Show.

Collection of Unsold Artwork

- Please collect your unsold artworks at the end of the event on Sunday 7th September, between 6.00pm and 7.00 pm.
- **YOU WILL NEED THIS SUBMISSION FORM**, which is your authority to take the artworks away.

Follow us on Facebook for updates and other Art related information.

www.artinthegardens.com