

2026-7 Application Pack for Art, Photography or Craft Exhibitions

Our Ref: EXH/2022/CJN

Enquiries to: Catherine Nisbet

Direct Dial: 024 7637 6158

Direct Email:
Catherine.nisbet@nuneatonandbedworth.gov.uk

Dear Potential Exhibitor,

Re: Application Pack for Exhibitions In 2026- 7

Nuneaton Museum & Art Gallery is set in the beautiful Riversley Park. The Museum & Art Gallery houses three galleries which display regularly changing temporary and touring art exhibitions. We also have galleries devoted to permanent displays of George Eliot, Local History and our fine art collection.

Please find enclosed the application pack if you would like to potentially exhibit in one of these spaces. This pack contains all the information necessary to apply for display space at Nuneaton Museum & Art Gallery. The pack includes: -

- Application Form
- Guidelines for completing your application.
- Exhibition Selection Guide
- Gallery Size and Hanging Guide
- A copy of our current Terms & Conditions for Exhibitors
- Biography Template information and forms

Please ensure that you read all information and conditions carefully - they apply to all exhibitors. A failure to provide enough information or images will undoubtedly affect the museum's ability to consider your exhibition. Please Note: The gallery commission rate may be revised at a future date, as may rates relating to Private View bookings. The current year's rate can be found in the terms and conditions.

All applications must be returned by Saturday October 26th 2025.

I very much look forward to receiving your application.

Yours faithfully,

Catherine Nisbet

Museum & Arts Manager

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Application Form for an Exhibition in 2026/27

Please print in block capitals.

Please consider your application carefully as decisions are based on your completed form. Some information will be used for exhibition publicity. Successful applicants will be asked for further information to be included in the exhibition.

Personal Details

Surname: First Name(s):

Address:

.....Postcode:

Telephone Number (Home): (Mobile):

Email Address:

(Please notify us of any change of details)

Exhibition Details

Exhibition Title:

Summary of your exhibition:

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.....(30 – 40 words)

Aims of your exhibition:

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Exhibition Content - please state the approximate **size**, **number** and **price** of the works to be included in the exhibition (please note the Museum does not subsidise the cost of producing the works). Work does not have to be for sale but please still indicate approximate monetary value of works and identify whether or not works will be for sale:

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Do you think you would wish to have additional items in the shop to sell? If so please give a general idea of what this may be and approximate prices:

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Displaying Work - please state if your work is framed, on canvas, or needs other equipment. If you intend your work to be displayed in another format please state how it can be secured:

.....

Expected Target Audience - who are you aiming this exhibition at? (E.g. family groups, enthusiasts, art students, over 50s, animal lovers, schools, etc):

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Please provide some information related to why these audiences will be interested in your exhibition. This is vital as the Museum needs to show exhibitions which will appeal to lots of different people across the course of the year:

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Supplementary Information:

Examples of Work: A minimum of 10 high quality printed images or slides must accompany this application. CDs are accepted but must be accompanied by 10 high quality printed images.

References to websites will **not** be considered by the selection panel.

Number of images submitted:

Further Supplementary Information:

Please include either a completed Artist/Group Biography Template and/or a CV to support your application. Other supplementary information may also be included such as group statements, display information or photos from past exhibitions.

Please list the supplementary information you have included:.....

.....

.....

If you are selected for an exhibition, you may be required to fill in the Artist/Group Biography template.

How did you hear about this application process?

I have read and accept the terms and conditions for exhibiting at Nuneaton Museum & Art Gallery.

Name:

Signed: Date:

Data Protection –

Please read the below and opt in or out where options are provided (where no answer is given we will delete the relevant item:

- 1 If successful: By accepting your offer of an exhibition at Nuneaton Museum & Art Gallery you also agree that your information, text, images and contact details may be used, stored, printed and transmitted by Council Staff for Museum purposes, along with any communication (such as emails) which you have with Museum staff in the organisation of your exhibition.
- 2 By applying for an exhibition you agree that your application content may be viewed by the selection panel (which includes external assessors judging the applications) and Museum staff (including volunteers).
- 3 Applicants contact details will also be entered onto the council's computer systems in order to draft up your results letter. This is then saved in the council's computer system as a record of your application and result. It may also be used if we think a different opportunity in the future may be suitable for you and we want to make contact accordingly. If unsuccessful in your application you can opt for this letter to be deleted once printed – this may reduce our ability to answer any enquiries while the letter is in post or offer additional opportunities in the future.

Please delete my letter

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Please keep my letter

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- 4 Sometimes the selection panel decides that it would be best to speak to an applicant verbally (or by email) before making a final decision on whether or not to offer the artist/group a show. Please ensure that the contact details provided are of those you are happy for us to use in this instance. [You can opt in or out of being contacted via phone/email for this purpose, in which case a decision will be made without this additional contact].

Please decide without further contact

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Please contact me if you want more information

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This sheet will be retained by the Museum.

Checklist

Completed application form

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Minimum of 10 images

☐

Completed Biography Template or CV

☐

For official use only:

Work selected for exhibition

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Work not selected

_ return to artist

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Signed: Date:

Equal Opportunities Monitoring Form

Please tick the box that best describes your ethnic origin:

African	<input type="checkbox"/>	African Caribbean	<input type="checkbox"/>	African Caribbean Other	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Asian Other
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Bangladeshi		Indian		Pakistani			White Other

Any other (please specify)

.....

Please complete this form as part of your application, the equal opportunities monitoring form will be separated from your application before selection takes place.

Guidelines for completing your Application

Before completing the form:

Before completing the application, please read the Terms & Conditions carefully. They will apply to your exhibition if it is successful. Please also ensure you have read the Gallery Size and Hanging Guide which includes information on how large each space is and what kind of fixings works need to have for each space.

Have you visited the gallery? Whilst applicants are not required to visit the gallery prior to submission it may be that seeing the space helps you to envisage how your show would look which may help you in answering some of the questions we ask. We can give advice on the completing of the application form if required.

Below are some explanations and suggestions to assist you in answering the questions posed in the application form.

Exhibition Title:

This should be catchy and not too long – imagine how it might look on a poster or guide. Is it reflective of the exhibition?

Summary of your exhibition:

What is the theme of your exhibition? What do the works have in common? It is useful for the panel to feel that you have a clear idea about what the work or exhibition is about. Are they landscapes? Is it about where your group is from? Is it about different forms of craftsmanship? Are you trying to communicate a meaning or idea through your work?

This is a competitive process so it is important to consider how you can best communicate your ideas. The Museum is committed to inspiring and providing learning and enjoyment. How will your show do that? The Gallery is committed to access in the broadest sense so can you envisage how your show will be delivered in that spirit?

Aims of your exhibition:

How do you want audience to respond? Is it interactive? Is it educational? Is it creative? Do you want to inspire people to have a go at a technique?

Exhibition Content:

- Here we are asking you to tell us what we should expect in terms of quantity and size of works.
- Mention if works are going to be for sale and if so what kinds of prices you charge.
- Look carefully at the size guidelines of our galleries and the number of works required to fill them. The panel will hope to see that you have enough work to have a show which does not look empty or sparse. Our smallest exhibiting space is the Landing Gallery and this houses approximately 15-20 works depending on the size of them. If you have less work than this should you apply with a partner and have a joint show?
- Will the works look good shown together?
- If you are able to visit the spaces before you apply this would be an advantage to your ideas and how you can see your work fitting in the gallery.
- The Museum does not subsidise the production of the work, so you should consider how much work you can produce and how much it is likely to cost you.
- The museum has a case where small amounts of work can be sold. Please contact us separately if this is something you would be interested in rather than a full exhibition at this point.

Do you think you would wish to have additional items in the shop to sell?

Some artists have items available for sale in the shop. These items might be postcards depicting their artwork, greetings cards they've made or even small books. If you think you might have something suitable for shop-sale alongside your show please do let us know in this section. The Museum does need to take commission for any items sold through the shop. This

is expected to be 30% though this may rise. Please note that we also charge VAT on the commission amount.

Displaying Work:

It is important to tell us how your work is to be displayed so that successful applicants can be allocated suitable gallery spaces.

- The Museum has thousands of visitors, and we need to secure work carefully, so think about the practicalities of your work and how they can be safely displayed.
- If you have wall-based work which is not framed, such as a tapestry, please give an indication of how it is normally displayed.
- For applicants who may require display cases: please give an indication of how many works you have which are likely to need a case. The gallery has a number of different types of cases and plinths which are available for use across the galleries however because we have a limited number of these it is useful for us to know how many you are likely to require, so that we can coordinate shows accordingly.
- If your show is likely to include elements requiring specific set-up instructions, such as piece which is dismantled for transport or a film requiring a specific type of equipment, please provide as clear an idea of what is likely to be involved as possible. Please note that we are not always able to accommodate specific requests.

Expected Target Audience:

Exhibitions usually reach two or three target audiences at the most; we would like you to consider which specific audiences your exhibition will attract and why. The Museum & Art Gallery will assume that your family and friends will form part of your target audience, therefore these need not be mentioned on your application.

Proposed Dates for an exhibition:

If you are flexible with dates then you can simply say this, but please make us aware of any dates which would not be suitable (eg. due to holidays).

Examples of work:

Please tell us how many images you have provided and in what format. Eg. 20 images (10 on CD and 10 printed photos in envelope).

Notes for supplying Images:

Your application form must be accompanied by a minimum of 10 high quality **printed** images or slides.

CDs are accepted but must be accompanied by 10 high quality printed images.

References to websites will not be considered by the selection panel.

Please state any supplementary information included:

Tell us whether you have included a completed Biography Template, a CV or a piece of paper answering the Biography Template questions. Also tell us if there is anything else you have included to support your application.

Notes for supplying supplementary information:

We ask that applicants send a completed Artist/Group Biography Template (whichever is most relevant) and/or a CV.

Other supplementary information may also be included such as group statements, display information or photos from past exhibitions.

How did you hear about this application process?

It is useful for the museum to know where applicants heard about us.

If you need any further advice please contact the Museum & Arts Manager on 024 7637 6158 or email museum@nuneatonandbedworth.gov.uk

EXHIBITION SELECTION GUIDE FOR 2026/7 PROGRAMME

As a Museum Service funded by Nuneaton and Bedworth Borough Council, the temporary exhibition programme supports the strategic objectives of the Council, which are:-

- To improve the quality of life and social justice for residents so it is much closer to that enjoyed by the rest of Warwickshire.
- To create a healthy diverse and robust economy which provides employment opportunities for local people.
- To work in partnership to improve health and reduce health inequalities for residents in the borough.
- To develop a confident, cohesive and diverse community.
- To provide a pleasant environment for those living, working and visiting the Borough.
- To create a greener and cleaner environment.
- To provide quality services which represent value for money.
- To improve access arrangements for all Council services and the way those who use them are treated.
- To expand the visitor economy, taking advantage of the existing opportunities that exist in the area, and linking in with the wider sub-region.

In addition the Museum Service has its own mission statement and aims.

Mission Statement

Nuneaton Museum Service collects, cares for and interprets material for the enjoyment, education and inspiration of all communities living and working within the borough.

Exhibition Process

The offer of space will be mailed to successful candidates with an agreement slip. Any spaces left clear by non-acceptance will then be allocated to reserves. All decisions will be communicated in writing.

On occasions we have offered artists the chance to exhibit in combination with another applicant(s) where we feel this will be of mutual benefit.

The panel may advise that only one aspect of any artists work or practice is offered an exhibition to ensure the coherence of any display.

Please note this is a competitive process and so it is important the Application Form should be fully completed and a minimum of ten photographs should be returned which reflect the content of your exhibition. Please note that a failure to supply either of these elements will make your application ineligible as it will not be possible for the panel to form a judgement. The photographs should be representative of the work which you intend to include in the exhibition.

Assistance

We are not able to individually assess applications or to advise on your likely success. We can help with specific queries which relate to the completion of the form or the provision of images. Please telephone (024) 7637 6158 or email museum@nuneatonandbedworth.gov.uk

Exhibition Selection

The following will be taken into account at selection:-

- Whether the exhibition can meet the terms and conditions set by the gallery.
- Whether the exhibition proposed is the type of work that can be displayed in the gallery spaces.
- Whether the exhibition will attract new audiences to the gallery.
- Whether the exhibition is highlighting new techniques, mediums, subject matter which may not have been seen at the gallery previously.
- The standard of the work shown in the images and the overall presentation of the application.
- Whether what is suggested is a coherent exhibition, whether the work will look good together and whether there is a strong idea behind it.
- Achieving a balance of different types of exhibitions across the programme as a whole. □ In some cases whether there is a possibility of selling artworks or related items.

The Museum & Art Gallery shows exhibitions, which fall into the following categories.

- **Touring Exhibitions, Local History Exhibitions; Thematic exhibitions** based on the museum collections.
- **Visual Art Exhibitions**, which show high quality art, photography and craft. We also welcome partnerships in this area.
- **Community Exhibitions** these are generally history based. Please note you will need to show that 95% of participants in the group live in the borough, or that the theme has a strong local connection, to qualify for a Community Exhibition.

All the exhibitions must show new work, or in the case of community exhibitions must be on a new topic or theme.

We regret that our spaces are not suitable for "installation" exhibitions.

Gallery Size and Hanging Guide

The below information gives an indication of the types of show our different galleries can accommodate. Our Galleries also vary in size and it may be useful for you to consider which space would best house your proposed exhibition.

Yellow Gallery

This Gallery accommodates around 70 medium sized works on its walls (as a guide we consider something around 42 cms by 59 cms to be this size). You will need more or less depending on the scale of your work. Unless by arrangement works which are less than 30cms by 21 cms are unsuitable for this space. This gallery is generally used for paintings exhibitions. Paintings will need to be strung for exhibitions in this space.

Landing Gallery

This provides a restricted hanging space suitable for 15 - 20 medium sized works. It also suits community craft and sculpture exhibitions and is suitable for mixed exhibitions. 2D works should be mirror plated. Please note that acoustics are difficult in this space so audio pieces may not work well here.

Equipment

All galleries can receive cases or plinths for the display of 3D / smaller pieces. Clip frames are not suitable for any of the galleries.

CONDITIONS RELATING TO PRIVATE EXHIBITIONS HELD AT THE MUSEUM AND ART GALLERY, NUNEATON (Updated January 2025)

A. Introduction

The aim of these arrangements is to ensure the smooth running, good hanging, and security of your exhibition.

B. General

1. No charge is made for the private persons or groups exhibiting work but 25% commission + current year's VAT on commission is taken by the Museum and Art Gallery on any works sold or commissioned during the exhibition. Items (e.g. cards) sold in the shop will have 30% commission + current year's VAT on commission taken by the Museum and Art Gallery. Only works supplied to the Museum and Art Gallery in advance of the exhibition can be sold. (Commission charge correct at time of going to press).
2. Sales are dealt with by the Museum and Art Gallery staff. Cheques from purchasers are made payable to the artist or group of artists only and are paid at the end of the exhibition. Please note that at present we do not accept card sales at the Museum. Only the prices published in the catalogue details will apply.
3. Information supplied by the artist a minimum of 3 weeks prior to opening should include:
 - List of works to be exhibited with sale prices (if work is not for sale this should be indicated with NFS alongside the value of the work for insurance purposes).
 - Brief biography and artist commentary on the exhibition which includes details of how the work is created, why this theme etc. Please refer to the Artist Biography template provided. This will be used in interpreting the work to the gallery's visitors.
 - Colour/monochrome image for front of poster and catalogue (please note catalogue will usually be produced in monochrome). It is important that the image you provide for publicity is of an artwork which will be included in the actual exhibition.
4. Please submit a selection of around 5 images for the publicity material. This will need to be submitted 6 months prior to opening the exhibition this will allow wider marketing by the gallery. Please note you may be approached earlier for two images to be supplied. This will allow the Museum to promote your show in the What's On Guide.
5. It is important that if you are not the copyright owner of the images that you get the copyright owners consent before sending images to us for publicity as we cannot make changes once publicity material has been produced.
6. Works should not have been exhibited previously at the Museum and Art Gallery. Exceptions will be made in the case of a one-person retrospective exhibition; however this should be made clear at the application stage.
7. Only works which are present at the Museum and Art Gallery can be sold through the exhibition.
8. The price of items for sale cannot be altered once labels/catalogues are produced.

Only Museum and Art Gallery Staff will arrange and hang works and we do not allow artists to hang their own works. All pictures must be framed, unless a prior arrangement is made with the Museum & Arts Officer, and must meet the hanging requirements detailed in the hanging sheet enclosed. The Museum and Art Gallery's decision on hanging will be final. Clip frames are not acceptable. All work must be in a state suitable

to hang e.g. oil paintings must be fully dry. The Art Gallery Staff reserves the right to decline any work not deemed ready to hang.

9. In the case of group bookings of the Gallery, a designated co-ordinator must take on the responsibility to disseminate all relevant information and see that all conditions are met. Additional copies/electronic copies of these can be supplied for circulation within groups. Please ensure that ALL group members have read and understood the Exhibition Conditions.
10. Should building work of any kind be planned for the building which might endanger works of art or the visiting public, the Museum and Art Gallery reserves the right to cancel any exhibition booked for that period. In this case it is vital that you provide us with an emergency contact number for the duration of your exhibition.
11. The Museum and Art Gallery reserves the right to hold events in the gallery space at any time.
12. The Museum and Art Gallery reserves the right to cancel an exhibition if these conditions are not fully met.

C. Publicity

13. The Museum & Art Gallery provides the following marketing:
 - Posters are printed, distributed through the borough via our mailing list and displayed throughout the Museum building interior and on 'A' boards during opening hours.
Up to 15 posters can be provided for the artist themselves to display, please indicate the number required when the image is submitted.
 - A press release is sent to local media, often with one of the images you have provided us.
 - Details of your exhibition are submitted online to a number of websites. These may include borough and county councils' websites, borough council's internal website, Where Can We Go.com, Arts Council England and 24 Hour Museum & Culture and any other websites the museum considers beneficial to the promotion of the exhibition.
 - An Artist biography, labels or catalogues designed by the Museum and Art Gallery at the museums discretion.
Please note material to be placed in the gallery for interpretations needs to be approved by the gallery. Information and images must be supplied by the artist a minimum of 3 weeks in advance of the opening.
No changes can be made to exhibition content after this date.
14. Whilst the above outlines the usual promotional activities the museum will undertake it is not an exhaustive list and the museum will expand on it at its discretion. Images may also be used to support learning and engagement opportunities (such as on interactives used in the show). If there are any limitations on the use of images or wording you provide us with (eg. limits on copyright) you must inform us as soon as an offer of exhibition is made to you. Text from your application pack, as well as information from your website, may also be used unless you notify us as soon as an offer of exhibition is made. Please ensure everything sent to us complies with copyright law.
13. It is not always practical to credit images used in marketing, usually an image is displayed alongside the details of the exhibition only. Groups are advised that individual artists within a group may not be individually credited, please ensure group members submitting images are aware of this.

15. We expect that artists and groups will also do their own marketing via their own networks. We can supply information to help this in advance of the hanging week.

Private Views

16. Private views are possible by arrangement on the Friday night or on Saturday mornings. Times are negotiable, however a Private Viewing usually takes place between 6pm 8pm. Alternatively events are possible by arrangement on the Saturday (the opening Saturday) daytime during opening hours - where this is the case the gallery is open as usual to the public but the activity room (if hired) is available for private use (such as speeches).

The Museum and Art Gallery will provide glasses and tables. The artist/group will be expected to provide refreshments, the invitations and serve all refreshments. Please note that the maximum attendance for the galleries is 90.

Please note that all food and drink must be confined to the Activity Room unless prior approval has been sought from the Museum & Arts Manager to use the White Gallery on busy evenings. Permission will depend on the type of exhibits on display. Please note maximum capacity for the Activity Room is 50.

17. Access by hirers will be from the booked time only. Access will be available only to the exhibition gallery, the White Gallery and the Activity Room. In addition, guests will be able to use the lift and toilets.
18. A member of staff will attend the main door entrance and at least one other member of staff will patrol the Museum and Art Gallery for security purposes only.
19. All sales on the evening of the private view will be dealt with by the member of staff at the reception desk downstairs.
20. In order to conform to fire regulations, a maximum of 90 people may attend the private view at any one time. Invitations in excess of this number may be sent, although only 90 will be allowed in the building at any one time.

A charge will be made for private views to contribute towards staff and heating/lighting costs. This will also apply to setting up and cleaning up time. Charges are listed below and correct at time of going to print however we are expecting this to rise and charges will be subject to change. For private views held during the museum's normal opening hours charges are £23.50 per hour and outside those hours is £46 per hour.

21. An invoice/ confirmation of booking will be issued for the hire payment. Any additional time used by the hirer will be rounded up to the nearest ½ hour or hour and added. 30 minutes clearing up and washing up time will also be added and charged subsequently.
22. Private view evenings must be arranged and booked in advance (and take place solely at the discretion of the Museum). The request to have a private view should be indicated on the Exhibition Acceptance Form when it is returned. If indicated on the Exhibition Acceptance Form the Exhibition Officer will make contact to discuss more specific arrangements. Once booked, a minimum cancellation period of 48 hours exists for private view bookings.
23. If a Private View is required the artist/group must confirm the details 3 weeks before the opening date. Please Note: The museum accepts bookings for the Activity Room from external groups and will not reserve any dates on your behalf until you have confirmed details with us. We operate on a first come basis and we advise artists/groups wanting to use the Activity Room to book the space as soon as possible to avoid disappointment.

E. Labelling of Work

25. All works must have **two labels** for identification purposes (not for display). Both the labels should have the artists' name, title of work, medium and current price. The first label should be stuck onto the back (assuming the artwork is 2-dimensional). The second label should be attached to a string from the back, so that it can be clearly seen if hung over the face of the work. This helps staff enormously when checking and hanging the exhibition. **If this is not done you will be required to attach the labels at the gallery on delivery.**
26. When pricing work, artists should bear in mind that the price should be inclusive of the 25% commission and V.A.T. charged on sales of work exhibited in the gallery and 30% commission and VAT charged on items sold in the shop.
27. No additions or alterations (including prices) to the final list shall be accepted after the list of works has been submitted.
28. All works must be capable of being hung /secured without damaging the item.

Yellow Gallery - All framed works must be securely screw eyed and strung ready for hanging. Those not strung cannot be displayed. Clip frames are not suitable for this gallery. Small and 3-D works will generally be displayed in cases for security. Textile/paper etc. hangings should have a suitable fixing allowing them to be securely attached to the string hanging system in this gallery.

White Gallery and **Landing Gallery** displays must have all framed works fitted with mirror plates. Small and 3-D works may be displayed in cases for security. Textile/paper etc. hangings should have a suitable fixing allowing them to be securely attached to the walls in these galleries (mirror plates are most preferable). Clip frames are not suitable for these galleries.

If you are unsure about the fixtures and security of your work or the number of cases/dummies (for costumes) required for your work please discuss this with the Exhibitions Officer **as soon as an offer of exhibition is made to you.**

Artists are reminded that if the Museum and Art Gallery adds mirror plates to the work (which are removed after the exhibition), 4 small screw holes will need to be made in the picture frame back. Works should be durable enough to last the duration of the exhibition.

F. Acceptance, Display and return of Works

29. Works should be delivered to the Gallery on the Monday afternoon (1pm – 4pm) preceding the Saturday opening of the exhibition. Please note that if works are not received on Monday, the Gallery reserves the right not to hang them. The gallery cannot guarantee to hang any pictures that arrive late. Any problems with a Monday submission date should be discussed with the Exhibitions Officer at the time an offer of exhibition is made to you. All work must be in a state suitable to hang e.g. oil paintings must be fully dry. The Art Gallery Staff reserves the right to decline any work not deemed ready to hang. **All artists' packaging must be taken away with them.**
30. The Museum will issue the artist/society with receipt forms to complete. If this is completed prior to the delivery it will save time for the artist and gallery. On deposit of work, Museum staff will check off the condition of works. A copy of the receipt is given to

the artist, who then brings it to check and identify collections of work at the end of the exhibition. Work will not be released to individuals who cannot produce these receipts.

31. Time must be allowed for the condition of each individual work to be assessed and agreed by both the artist, or their authorised representative, and a member of the Gallery staff. On busy submission days there may be a short wait.
32. All works shall continue to be displayed until the official end of the exhibition, when they will be available for collection. Exceptions can only be made in exceptional circumstances e.g. purchase by an overseas visitor.
33. Works should be collected on the Monday morning after the closing of the exhibition. A fee of 50p per painting/artwork per day is chargeable for uncollected works, unless the artist has made alternative arrangements, in writing, with the Exhibition Officer or Museum & Arts Officer.
34. Artists must bring their receipt when collecting work, and must contact the Museum and Art Gallery with the name of their proxy if arranging for someone else to collect their work. The proxy will need to bring the artists copy of the receipt forms. In the event of sold works, the artist themselves must collect any sales money at a later date.

G. Photography

35. The Museum & Art Gallery controls photography within its spaces through the use of signage. However the gallery reserves the right to document exhibitions for the purpose of promoting the gallery and its services, and to give access to the media to publicise the exhibition and indeed the Museum & Art Gallery. Requests from press and other external bodies which the gallery feel may be beneficial to the promotion of the exhibition or gallery will usually be granted. In the event of requests from other agencies or individuals the museum will contact the artist for approval. The artist has the right to waiver the above clause and should notify the gallery if they would like to do this prior to the opening of the exhibition.

H. Insurance

36. Nuneaton and Bedworth Borough Council does not accept responsibility for loss or damage to articles lent for temporary exhibitions, unless such loss or damage arises directly as a result of negligence on the part of the Council or its officers. Please ensure that for any artworks which are not for sale an insurance price is still noted on your Delivery Receipt.

J. Data Protection

37. By accepting your offer of an exhibition at Nuneaton Museum & Art Gallery you also agree that your information, text, images and contact details may be used, stored, printed and transmitted by Council Staff for Museum purposes, along with any communication (such as emails) which you have with Museum staff in the organisation of your exhibition.

By applying for an exhibition you agree that your application content may be viewed by the selection panel (which includes external assessors judging the applications) and Museum staff (including volunteers).

Applicants contact details will also be entered onto the council's computer systems in order to draft up your results letter. This is then saved in the council's computer system as a record of your application and result. It may also be used if we think a different

opportunity in the future may be suitable for you and we want to make contact accordingly. If unsuccessful in your application you can opt for this letter to be deleted once printed – this may reduce our ability to answer any enquiries while the letter is in post or offer additional opportunities in the future.

Sometimes the selection panel decides that it would be best to speak to an applicant verbally (or by email) before making a final decision on whether or not to offer the artist/group a show. Please ensure that the contact details provided are of those you are happy for us to use in this instance. [You can opt in or out of being contacted via. phone/email for this purpose, in which case a decision will be made without this additional contact].

A copy of the Delivery/Collection receipts for your work completed at point of delivery + collection will be retained by the gallery as proof of the transaction.

Biography Templates

Enclosed in the Application Pack are two Biography Templates, one for groups and one for individual artists.

The type of information we ask for in these Biography Templates is the kind of information viewers are likely to be interested in. Because of this it is helpful if the selection panel are able to gain a good understanding of this information when they are making decisions.

It is important that the questions are answered clearly, as if you are successful in your application this information may be used to help visitors engage with your work.

Artist Biography Template

The below questions are provided to assist individual artists in their application. Answers can be provided on this sheet or separately.

Where were you born and brought up?

What first interested you in your current practice as an artist?

What was your first experience in producing art? How has your work developed since this experience?

Did you train in your current artistic practice? If yes, where did you study?

How long have you been working in this way?

Have you exhibited your work before, and if yes, where?

What/who inspires you to make your work? Has this changed?

If yes, tell us other aspects that have influenced your work.

What is your favourite piece amongst the body of work in this exhibition and why?

Do you have any future plans to develop your work? What would you like visitors to find or appreciate in your work?

Please write no more than a maximum of 250 words. Thank you.

Group Biography Template

The below questions are provided to assist individual artists in their application. Answers can be provided on this sheet or separately.

Who created the group and when?

What was the reason for creating this group in the beginning?

Has this changed and if yes, how?

As a group do you meet to create your art practices together?

Do you evaluate each other's work?

How often do you meet and where?

Have you exhibited your work as a group before, and if yes, where?

How was the title and work selected for this exhibition?

How are artists selected to join your group? Are you interested in more people joining your group and if yes, who should they contact?

Please write no more than a maximum of 250 words. Thank you.