**SHSC and Sheffield Flourish Urban Nature Art Exhibition: guidelines**

Please read these guidelines before submitting your work. When you submit your work please make sure you complete and return a submission and consent form available from CAST or Soo Boswell at SHSC.

The exhibition will be online on the Sheffield Flourish website and in the Moor Market, Sheffield from Tuesday 12th October – Saturday 16th October 2021.

**What you can submit:**

* We welcome submissions which respond to the theme ‘urban nature’.
* Maximum of 2 artworks per person
* Artwork can be in any medium, but should be 2D. If your work is 3D you are welcome to submit a photograph of the work
* Maximum size of artwork is A1 (If you submit two pieces, the second piece should be no larger than A4)
* For written work submissions please ensure that you use a minimum 12 point font size and the total works do not exceed 4 sheets of A4 size

**How to submit:**

* Submission deadline is 31st August 2021
* Please fill in one form per artwork (if you provide contact details below, we will only keep your details for the purposes of contacting you with information about the Arts Festival)
* Please submit your work ready for hanging, i.e. you might want to frame it or put a board behind it. If you have not framed your work, we might add a frame or we might display the work as submitted. Please do not submit work in clipframes as these are very difficult to hang
* Artwork should be submitted in a packaged form where possible, to reduce the risk of damage
* The artworks will not be for sale during the exhibition – you will need to pick them up after the exhibition (we cannot store them long term, so it is your responsibility to pick them up from SHSC or Sheffield Flourish within 3 months)

**For SHSC submissions:** you can send your art work with the signed consent form via the internal mail to **Soo Boswell c/o Argyll House** or you can email Soo to discuss how best to get your art work to us at [Soo.Boswell@shsc.nhs.uk](mailto:Soo.Boswell@shsc.nhs.uk)

**For Sheffield Flourish submissions**: (including general public) please contact CAST: [cast@sheffieldflourish.co.uk](mailto:cast@sheffieldflourish.co.uk) and we can arrange the details

**Please note:**

* Although we will do everything we can to protect your work, we cannot be held liable for any damage to your work
* Please be advised that the Moor Market is open to the public and there will be times when the work is left unattended. Please be aware that the art work is left at your own risk.

**Submission and consent form**

Please fill in this form to submit your work to SHSC and Flourish’s art exhibition 2021, with the theme ‘Urban Nature’. By signing this form you agree to all of the submission guidelines detailed above.

**About the work**

**Title of work** …………………………………………………………………………………………………………………………….

**Description** – please add a sentence describing what the work you are submitting means to you and we will display these quotes with your work

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**Preferred name** - what name would you like displayed with your work ( for example, your full name, a nick name or if you prefer the work can be displayed without a name)

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**Consent for exhibiting work**

* SHSC will retain all copyright to any audio recording, photographs or film produced that you submit to the Art Exhibition, however you retain copyright to the original art work. You give permission for the artwork, photos, films and/or audio recording to be used to promote the Arts Festival internally within SHSC and Sheffield Flourish and externally for educational, information and publicity purposes. You understand that this may include social media such as Facebook, Instagram and Twitter. You also give permission for your art work to be used in SHSC and Flourish’s official publications.
* It is possible to withdraw your consent at any time by writing to Hannah Godfrey, Professional Lead for Arts Therapies, c/o Therapy Services, SHSC, Fulwood House, Old Fulwood Road, Sheffield, S10 3TH.
* You give consent for the use of your art work (all art forms), photos, film or audio recording footage to be displayed as part of SHSC and Sheffield Flourish’s Art Exhibition ‘Urban Nature’.

Any limitations of release (i.e. anything you would like us not to share, or any place you would like us not to share it) ………………………………………………………………………………………………………………..

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**Phone number/email** (optional)……………………………………………………………………………………………

**Signed:** …………………………………………………………………………………………………………………………………………

**Print Name:** …………………………………………………………………………………………………………………………………

**Date:** …………………………………………