

Members' Autumn Exhibition 2026 (Bury St Edmunds)

CONDITIONS OF ENTRY

Please read the following information carefully

LOCATION AND KEY DATES

Location	The Guildhall, Guildhall St. BSE, IP33 1PR
Entries open	Monday 7 th September at 6pm
Entries close*	Sunday 4 th October at midnight – no late entries
Drop-off	Thursday 15 th October 10am-2pm
Exhibition opens	Saturday 17 th October 10am-4pm
Meet the Artists	Saturday 17 th October 1pm-4pm
Exhibition closes	Sunday 25 th October 4pm
Pick-up	Sunday 25 th October 4pm-5pm NB Work may not be removed before 4pm

* Entries may close early if it is clear the gallery will be full.

HOW TO ENTER – all four steps must be completed for a valid entry

Complete the entry form
[HERE](#)

This information will be used to create the catalogue – please check spelling

Pay the entry fee
[HERE](#)

£20 - one entry per artist - entitles you to submit up to three artworks or collections

Sign up for stewarding
[HERE](#)

Stewarding is a Condition of Entry Waivers must be agreed with organisers

Email images of artwork
admin@suffolkopenstudios.org

JPG, PNG or PDF. Clear phone photos are acceptable. If entering a Collection – photos of a few example pieces would be fine.

Please download and save this document somewhere safe – you may need to refer to it again nearer to the exhibition.

ADDITIONAL INFORMATION

Eligibility	All artists who are current members of Suffolk Open Studios (Full, Associate or Student) are eligible to submit artwork for inclusion in the exhibition. If you have completed all four steps of the entry process before the closing date for entries and your work complies with the Exhibition Criteria (see below for details) you are guaranteed to have at least one piece/collection included in the show.
Commission	15% payable on all sales (including browser pieces and greetings cards).
Browser pieces and greetings cards	Included in entry fee – no extra charge. No photos needed. See below for maximum quantities allowed.
Stewarding waivers	Stewarding waivers may be granted by the organisers in some circumstances. These must be agreed before an entry is submitted. Email admin@suffolkopenstudios.org with your request. If you have received a stewarding waiver for a previous exhibition, and your circumstances have not changed, there is no need to apply again. Please note, out of fairness to other exhibitors, waivers are only offered in exceptional circumstances and will not be granted on the basis of travelling distance alone, so please consider this before applying. SOS endeavours to use a variety of venues across the county, so that at least one exhibition per year is within reasonable travelling distance of all members. This is not always possible however, and we rely heavily on our members to alert us to new potential venues.
Images of artwork - specifications	JPG, PNG or PDF file types only please – Apple users may need to convert their files. Please edit the filename of each image emailed to us to include the following information in this format: [ARTIST]_[TITLE]_[SIZE IN CM]_[PRICE] e.g. jane-bloggs_seaside-sunset_500x500_£450.jpg Images that do not conform to the above requirements will result in us emailing you with a request to resubmit them in the correct form. If you are having technical difficulties and are struggling to convert file types or rename the images, please do not let that stop you entering. We are always happy to help if asked, but we do appreciate it if members at least try to do it themselves first.

EXHIBITION CRITERIA

Artwork that does not meet the Exhibition Criteria detailed below **will not be exhibited**.

- Artwork to be submitted can be in **any medium**: 2D and 3D works accepted.
- All artwork submitted must be **for sale**.
- All items submitted must be **clearly and securely labelled** with all relevant information.

The **maximum numbers** of items permitted are as follows:

	Initial quantity permitted	Replacement items
MAIN ENTRY – Individual 2D (wall-hung) and/or Individual 3D works	You may enter up to THREE artworks or collections from which at least ONE, possibly TWO may be selected by the organisers. NB the larger the artwork the greater the probability that only one of your submitted pieces will be selected. If there is a particular artwork you want to show more than any other it might be advisable to only submit that one piece.	If the organisers do not select all of the items you submit, they will let you know which piece out of the remainder they would like you to bring along as a possible replacement for any sold items. Any replacement item must be equal to or smaller in size than the piece sold. Replacement items may be stored on site at the artists' own risk.
MAIN ENTRY – Collections - small items of 3D work e.g. small ceramics, jewellery, glass, etc.	For the purposes of the exhibition one Collection will be counted as a single artwork.	Replacement items within a Collection may be provided up to the quantity specified on the Artist Sales Sheet (this form will be emailed to you shortly before drop-off) Replacement items may be stored on site at the artists' own risk.
BROWSER ITEMS	Maximum - Three	Maximum - Two
GREETINGS CARDS	Maximum - Ten	Maximum - Ten

NB you may only bring Browser items and Greetings Cards if you have submitted a Main entry.

- As your MAIN ENTRY you could submit a **combination of 2D and 3D works and Collections**. However, if you were to submit 1 x 2D piece, 1 x 3D piece and 1 x Collection of small 3D pieces for example – **only one or possibly two** of these will be included in the exhibition.

EXHIBITION CRITERIA in detail

2D ARTWORK (wall-hung)

- **Size - no size restrictions.**
- **Fixings - All 2D wall-hung work should have 'D' rings attached and be securely strung** 'ready to hang' with either cord or wire. If the piece is large and heavy, mirror plates may be attached instead for safety. It is not necessary for the piece to be framed as long as suitable fixings are in place to enable the hanging team to hang it securely.
- **Labels - All 2D wall-hung work must have a label securely attached** e.g. tied/taped on so that it can be easily read when the piece is hanging on the wall, bearing the item code number from your Artist Sales Sheet, your name and the title of the piece.
- Please indicate on your Entry Form whether your work is a diptych or triptych otherwise, should more than one of your submissions be accepted, they may be displayed in different parts of the gallery. If the work is entered as a diptych or triptych then it must be listed under a single title with a single sale price.
- Wall-hung assemblages and textile pieces should have secure fixings attached that will enable them to be safely attached to a standard picture hanging system (picture hook on rods, cables or over battening). If, in the opinion of the hanging team, the work cannot be hung safely and securely, it will not be shown. You will be asked to take it away. Your entry fee will be refunded.

3D ARTWORK (free-standing)

- **Size: No size restrictions.**
- **Display / supports: All individual 3D artwork must be able to stand alone and be stable and safe.** No wall fixings other than the hanging system provided by the venue are permitted i.e. no shelves may be put up.
- If your artwork stands on a plinth or table, there must be no sharp points or edges extending beyond the footprint of the plinth or table. NB. You may be asked to provide your own plinth/table – please check with the exhibition organisers. Some shared tables will be available.
- **Labels: All individual 3D artwork must have a label securely attached** e.g. tied/taped on so that it can be easily read when the piece is in its display position, bearing the item code number from your Artist Sales Sheet, your name and the title of the piece.
- 3D items entered as a pair or grouping must be sold together, have a single title and a single price. This is different from a Collection. Please see below.

3D ARTWORK (Collections)

- **Size:** All items that make up a single Collection must fit within a footprint no greater than 1m².
- **Labels:** All items within a Collection must be individually labelled with a unique identifying code corresponding to your Artist Sales Sheet.
- **Display:** No stacking of items in Collections is permitted unless the piece is specifically designed to be an individual item made of stacked components.
- If your work requires specific display equipment or a cabinet, please ensure that this will fit within the footprint specified above and if a key or code is needed to unlock the unit that all necessary access information is passed on to stewards at drop-off. Displays (cabinets or stands) may be of any height but must be stable. Tall, free-standing displays should be fixed to the wall for additional stability and safety whenever possible.
- **Packaging:** If you are providing your own packaging, please note this on your Artist Sales Sheet so that Stewards are aware. Please ensure that your packaging is stored neatly in a box labelled clearly with your name and exhibition Artist Number.

N.B. Jewellery displays will be situated within view of stewards whenever possible, however, Suffolk Open Studios accepts no responsibility for the loss of items not displayed inside a secure, lockable cabinet. Artists who display jewellery on an open stand do so entirely at their own risk.

BROWSER PIECES

- You may bring unframed artworks for browsers (prints or originals but **not canvases/thick panels**) up to the maximum quantity specified above. Giclée prints permitted.
- **Size:** The maximum depth (thickness) of each complete browser item **must not exceed 6mm**. Work on panel is permitted as long as it is no thicker than 6mm and is protected by a cello or similar. The longest side should measure no more than **80cm**.
- Each browser item must be professionally presented and securely wrapped (e.g. mounted with mat board or backing board and in a cello). No 'floppy' browser pieces will be accepted as work that is not backed with stiff card is easily damaged. Please note - at check-in, if any browser item is not considered sufficiently robust, you will be asked to take it away with you
- **Labels:** Each browser item must be clearly labelled with your Artist Number, your name, the item code, the title and the price.

GREETINGS CARDS

- You may bring greetings cards of any size and shape up to the maximum quantity specified above.
- The greetings cards must be created by you (e.g. original artwork) or, if commercially printed, bear an image of your own original work.
- Each card must be clearly labelled with your exhibition Artist Number, your name, the item code, the title and the price.

N.B. We do not require photographs of browser pieces or greetings cards.

You will not be notified of the sale of browser pieces or greetings cards during the exhibition. You may leave replacement browser pieces at the gallery on drop-off day, up to the maximum quantity specified above, which will be stored on site at the artist's own risk. Please ensure any replacement items left at the gallery are in a box or bag clearly labelled with your name.

A note on exhibition Artist Numbers

SOS uses a numbering system for its wall labels that corresponds with a printed Exhibition Catalogue.

Once entries have closed, a list of participating artists is sorted into alphabetical order and an exhibition-specific Artist Number assigned to each one. You will be notified of your exhibition Artist Number by email. This number will differ from one exhibition to another. There are good reasons for this, but we understand that it can be a little frustrating, particularly for those members who regularly enter collections of jewellery. In some circumstances, and only for collections of jewellery that already have identifying labels attached from a previous SOS exhibition, we may be able to assign the same Exhibition Artist Number. Please email admin@suffolkopenstudios.org to enquire.

We also add your SOS Directory number to your Exhibition Catalogue entry (usually in brackets and in smaller font after your name). This is to ensure visitors who are interested in your work have easy access to your contact information. Whether or not they buy anything from the exhibition itself, by linking your Exhibition Catalogue entry to the annual SOS Directory we can start to help you build ongoing relationships which may bear fruit in the future e.g. during the November Open Studios weekend, if you are taking part.

Artist Sales Sheets

You will receive your Artist Sales Sheet for the exhibition by email in the week before drop-off.

For help completing your Artist Sales sheet please visit the Members' FAQs page on our website [HERE](#) or watch our short, 5-minute video on the subject [HERE](#).

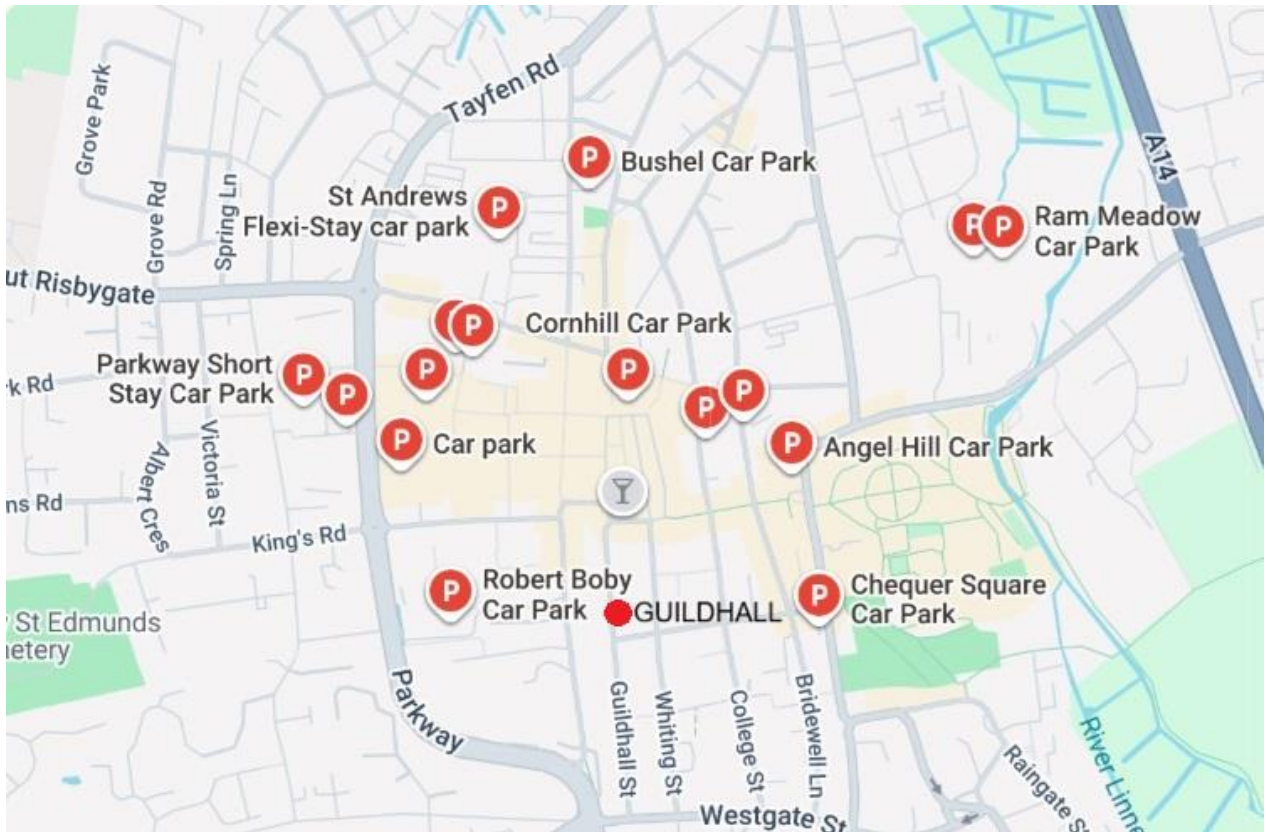
The exhibition organisers reserve the right to amend or update these Conditions of Entry at any time.

Please continue reading to the end of this document as further important information follows.

IMPORTANT INFORMATION FOR DROP-OFF AND PICK-UP

DROP-OFF DAY

- **PARKING:** There is NO PARKING on site. If you have limited mobility or are dropping off very heavy artworks, plinths, tables, display units, Collections etc. there is limited parking on Guildhall Street, opposite the entrance to the Guildhall. There are several public car parks within walking distance of the venue see map below.



- You will need to pay for parking. When selecting 'length of stay' please remember to factor in the possibility that, if you arrive at a busy time, you may have to wait for a while to sign your work in. All items **must** be signed in.
- **TIMEFRAME:** On drop-off day, **please allow enough time at the gallery for your work to be checked in.** If you have your completed Artist Sales Sheet with you and all your work meets the specified criteria, is clearly labelled, and matches the paperwork, drop-off should take no more than 20 minutes. You will not be able to simply drop your work and leave – the checking-in procedure is important to ensure your work meets the exhibition criteria and that you will be paid for any sales. Work that is not checked in by the artist or their representative will not be exhibited.
- **ON ARRIVAL:** You will be met at the front door of the venue by a volunteer from the exhibition team who will check you have your Artist Sales Sheet with you and that your work is labelled. They will then either direct you to the checking in queue (if there is one) or to a table with blank Artist Sales Sheets, labels and pens.

Managing the flow of artists dropping off work at any one time is important to prevent the process becoming chaotic and stressful for all concerned. SOS has zero tolerance for rudeness and abuse. Everyone helping out at drop-off is a volunteer and is doing their best. For some it might be their first time. Please be patient. If you have a complaint, please seek out a Committee member – identifiable by their lanyard and ID or email us at admin@suffolkopenstudios.org

The busiest time tends to be just after opening – in this case between 10am-11am. After that it often gets a lot quieter. There is usually a queue of artists waiting outside the entrance doors first thing, so try to avoid that busy time if you can.

Please do not arrive early. Volunteers will be busy setting up the space between 9.45am and 10am. Trying to have your work signed in during this period is likely to cause problems that could have a knock-on effect for other artists so please do not arrive before 10am. If you are having difficulties arranging to drop-off your work between the times specified and cannot find anyone to do it for you, please reach out to the exhibition organisers.

- **CHECKING-IN WORK:** We aim to have two tables set up for checking work in. It will not matter which one you go to but please wait to be called before approaching. Please make sure that you have unwrapped your work ready if necessary. Remember, you will need to take all wrapping away with you.

At the checking-in tables, volunteers will work in pairs to check each item that you have brought in against your completed Artist Sales Sheet. They will make sure that every item is labelled and that the label corresponds with the relevant entry on your Artist Sales Sheet.

They will also ensure that everything complies with the Exhibition Criteria above. For example, if you have brought in a browser item that is too thick or too floppy it will be rejected at this point, or if your main piece does not have the correct fixings, this will be flagged up to the hanging team while you are present. If an acceptable solution cannot be found, you may have to take the piece away with you. If you know that you will be bringing in a piece that has atypical fixing requirements it would be best to negotiate this with the exhibition organisers before submitting your entry form.

At the bottom of this document there is a handy checklist that you can use to ensure the drop-off process can be completed as quickly as possible. If during check-in, any information is found to be missing, you will be asked to move to a separate area to remedy this. You may then need to rejoin the Checking-in queue.

If you have brought in a Collection, a volunteer will be found to go through this with you, piece-by-piece, in an area away from the main Checking in tables. If you come in just before Drop-off closes, it may be possible for this to take place in the Collection's final display position – which is handy if you would prefer to set up the display yourself.

- **SUBSTITUTE ITEMS:** Please make sure that you **only bring items that were officially entered** prior to the deadline for entries. Our catalogue is created in advance and cannot be amended at drop-off. If, for some reason, you are unable to bring in the piece selected by the Exhibition organisers please contact us by email as possible, and **definitely BEFORE** drop-off, to see what, if anything, can be done.

- **LATE ENTRIES:** Late entries are not permitted. Any item for which an online entry form was not completed before the deadline/cut-off will not be accepted.
- **OUTSTANDING ENTRY FEE:** Work will not be accepted if the entry fee has not been paid.
- **PACKAGING:** You must take all packaging material away with you. If someone else drops your work off for you, please make sure they are aware and prepared for this.
- **LOANED EQUIPMENT:** If you are lending us any display items or equipment for the duration of the exhibition – e.g. browsers, card racks, plinths etc. please ensure they are clearly marked with your name. to them and that they come with the complete paperwork.
- **YOU CAN GO:** Once your work has been checked-in, another volunteer will take it to a secure 'staging area' for curation. You are then free to go.

NB if your work or display equipment is heavy, please ensure that you are able to lift, carry, and site it yourself or that you bring someone with you to help. The volunteers are not expected to carry out any form of 'manual handling' as they do not have the correct training and would not be covered by our insurance.

A reminder, please make sure that anyone bringing items to drop-off on your behalf has read and understands the above procedure. There is no special dispensation for friends and relatives I'm afraid!

PICK-UP DAY

- **PARKING:** The same arrangements will apply as on drop-off day.
- **CHECKING WORK OUT:** Please do not ask to take work early on Pick-up day. Pick-up may start only when the exhibition has officially closed. If you arrive before that time you will be asked to wait. There is usually a fairly sizeable crowd of artists ready and waiting for the exhibition to close which then obviously results in long queues at the two Checking-out tables and a bit of a wait for many, so it is best to come a little later if you can. Pick-up times can be found on the first page of this document.

On Pick-up day please allow enough time at the gallery for your work to be checked out. This ensures you are paid for any items sold and that we stand a fighting chance of sorting out any discrepancies.

IMPORTANT: Please do not remove your items from display before the specified time and do not pack them or remove them from the gallery until they have been checked out by a volunteer.

- **ON ARRIVAL:** You will be met at the front door of the venue by a volunteer from the exhibition team who will hand you your Artist Sales Sheet.

Before going to a Checking-out desk, please make sure you have located all of your unsold items (main, browser and greetings cards).

- **CHECKING-OUT WORK:** When you have located all items not marked as 'sold', take them, along with your Artist Sales Sheet, to one of the two Checking-out tables where volunteers will check them off. Large pieces may be left in place until after Checking-out, but please bring browser pieces and greetings cards with you to the Checking-out tables as this can help if there are any discrepancies. You will then be asked to **sign your work out – i.e. sign the Artist Sales Sheet to confirm that you have located all unsold items and are taking them away with you.**

- **MISSING ITEMS**

Any discrepancies will be noted on a separate discrepancy sheet and will be investigated by the Exhibition Team before payments are made.

N.B. Suffolk Open Studios will be unable to recompense you for any missing items if you do not complete this process.**

YOU NEED TO LEAVE YOUR SIGNED ARTIST SALES SHEET WITH THE VOLUNTEERS AT THE CHECKING-OUT TABLE. IF WE DON'T HAVE IT WE CAN'T PAY YOU.

NB. Please ensure that you can pick up your work between the times specified. If someone else is collecting work on your behalf, please make sure that they have a copy of the above information and understand the pick-up procedure, as well as and the need to sign your work out on your behalf.

**As stated in the Exhibition Criteria above, no reimbursement will be made for missing jewellery items that were not stored within a secure, lockable cabinet.

ADDITIONAL INFORMATION

INSURANCE

Suffolk Open Studios has Public Liability Insurance in place for the exhibition. The venue also has Public Liability Insurance in place. However, this does not cover the individual artworks themselves. Therefore, we recommend that all exhibiting artists also have their own **Public Liability Insurance as well as insurance against loss or damage** to their work if it is particularly valuable. Being a member of a-n artists gives you public liability insurance, and we have a discount code for members of SUOS1901.

PUBLICITY

The exhibition will be advertised online via social media and the SOS website as well as to our newsletter subscribers. We recommend that you also advertise the exhibition through your own channels to get as much engagement as possible.

Press releases will be sent out by the Press Secretary, and print advertising paid for where appropriate. Posters and flyers/postcards will be printed for local distribution. If you can help, please get in touch.

MEET THE ARTISTS EVENT (AKA THE PV)

We very much hope you will be able to come to the Meet the Artists event (date and time on the first page of this document) as this is a big draw for the public to be able rub shoulders with and chat to artists, as well as being an excellent chance to meet fellow SOS members in a social setting.

You will find ready-made graphics for social media on the Members' Downloads page of the SOS website including an invitation to the Meet the Artists event. Please share this as widely as possible. In addition, if you know of someone who you feel SOS should be contacting directly with a personal invitation email us their name and contact details admin@suffolkopenstudios.org.

ANY QUESTIONS?

Answers to most of the questions you might have about participating in an SOS Members' Group Exhibition can be found in the pages of this document.

While we try to follow the same template for each of our shows, to foster familiarity and confidence, different venues often require us to make subtle changes. Every *Conditions of Entry* document is therefore slightly different, but always contains a wealth of information for the exhibition to which it relates, including key dates and times, links to the entry form, stewarding sign-up and payment page, sizes and quantities of work accepted etc.

We understand that it is dense and may at first glance appear overwhelming or confusing. It is not intended to be consumed at one sitting. Instead, it is a vital reference document which contains most of the information you need to participate in an SOS Members' group exhibition. Please save it somewhere safe and read it carefully. If, having done so, you have unanswered questions please take a look at the FAQ page on the website and then, if you are still unsure about anything, please email us admin@suffolkopenstudios.org or pop a question into the Members' WhatsApp group where you're likely to receive a speedier response from a fellow member.

The online entry form does not seem to work perfectly on every device or browser so if you are having problems with it, or do not know if it has submitted successfully, do email us and we will be able to help.

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EXHIBITOR CHECKLIST	
Have you entered all key dates and times from Page 1 in your diary?	
Have you completed ALL sections of the online entry form?	
Have you checked your spelling, punctuation and capital letters (for the labels)?	
Have you submitted your online entry form by the deadline?	
Have you paid your entry fee?	
Have you signed up for a stewarding slot?	
Have you sent us photos of your work (admin@suffolkopenstudios.org)?	
Have you reserved the submitted piece(s), ensuring availability for the exhibition?	
Have you checked that you can drop off your work between the times specified?	
Have you checked that you can pick up unsold work between the times specified?	
Do you have Public Liability insurance? [Recommended]	
Do you have insurance for the loss of or damage to your work? [Recommended]	
Have you printed your Artist Sales Sheet to bring with you on Drop-off day?	
Have you completed your Artist Sales Sheet ?	
2D artwork or other wall-hung artwork	
Have you measured your work (including frame) and checked it meets size criteria?	
Does your artwork have D-rings attached? Is it heavy? Does it need mirror plates?	
Is your artwork strung, ready to hang?	
Have you securely attached a label to your artwork with its title and your name?	
3D artwork	
Have you measured your work and checked it meets any size criteria?	
Is your artwork freestanding and stable, including any stand/plinth?	
Have you securely attached a label to your artwork with its title and your name?	
Have you sourced a suitable plinth/stand/table if required?	
Jewellery	
Have you measured your display and checked it meets any size criteria?	
Have you labelled each piece with the price and a unique identification code/name?	
Are you aware that items not locked in a cabinet are entered at your own risk?	
Ceramics	
Have you labelled each piece with the price and a unique identification code/name?	
Browser pieces	
Is the mounted and wrapped piece equal to or less than 6mm in depth?	
Is the longest side of the wrapped piece equal to or less than 80cm?	
Is each piece labelled with its title, your name and the price?	
Greetings cards	
Have you checked the number of cards against the maximum quantity allowed?	
Is each card labelled with your name, the price and title/unique identification code?	
Promotion and Publicity	
Have you posted information about the exhibition on social media?	
Have you invited friends and family to the Meet the Artists Event?	
Have you carried out other forms of promotion for the exhibition?	

