BEXLEY ARTS TRUST WINTER 2026
OPEN ART EXHIBITION

Thursday 3 December – Wednesday 6 January 2027

Art Submission Form & Guidance

1. GALLERY LOCATION AND DETAILS

The exhibition will take place at:
The Stables Gallery, Hall Place & Gardens, Bourne Road, Bexley, Kent DA5 1PQ.
Open: 10am to 4.30pm. Last admission: 4.30pm.
Entry to the exhibition: FREE; disabled access. Free parking.
Tel: 01322-526 574 **www.hallplace.org.uk**

Award Ceremony by the Mayor of Bexley at midday on 12 Dec 2026.

2. TYPES OF WORK ACCEPTED

- Two- or three-dimensional works in any medium.
- Maximum of 3 hung artworks per person.
- Maximum of four 3D artworks per person.
- Maximum of two unframed pictures per person for a browser. These are mounted and flat. No canvas allowed.

Please note:
- We welcome ambitious and imaginative work. Work in media such as tapestry and digitally-manipulated photography should contain 'artistic creative content.'
- If an unframed picture is sold, you may replace it with another, with our prior permission.
- There is no provision for cards to be sold at the exhibition.

3. HOW TO SUBMIT YOUR WORK

Submissions open on **Sunday 25 October 2026** and must be received by **Sunday 8 November 2026**, together with a non-returnable entry fee of:
- £10.00 per work (3 x 2D hung works and up to 4 3D works)
- £3.00 per picture for the browser (maximum of 2)

Your application should also attach a JPEG or photograph image of each submitted work including measurements.

You may submit your entries by email or via our online form on our website **www.bexleyartstrust.co.uk** . If neither of these is possible, please post your submission.
Email: to Bexley_Arts_Trust@outlook.com
Text: to John Davey on 07786 315067
Post: to John Davey, 5 Pinewood Road, Abbey Wood SE2 0RY.

Payment details:
Payments can be made by bank transfer to:
BACS DETAILS: Name: Bexley Arts Trust | Sort code: 20 62 69 | Account: 93317021

Your submission
Your application should be accompanied by a JPEG file for each artwork submitted:
- Maximum 2 MB in size.
- Label each JPEG file in the following way: Your Name – Title of Work.jpg (*for example: Joseph Turner – The Beach at Margate.jpg).*

For 3D works, you may submit a second JPEG or photograph taken from a different viewpoint. Please label this as you did the first, but add a number 2 *(for example: Auguste Rodin – The Thinker 2.jpg).*

If you submit your application by post, please ensure your name and the title of the work is written on the back of any photograph.

4. AFTER YOUR SUBMISSION

Please note that acceptance of your artwork may be affected by the number of entries we receive. We will attempt to exhibit at least one work for each BAT member. We will notify you as to whether your work has been accepted as soon as possible after the final date for submissions.

If you have not received an email or message by **22 November 2026,** please contact **John Davey 07786 315067** or email **Bexley_Arts_Trust.outlook.com**

Please ensure that your artwork meets all the requirements and conditions set out in paragraph 5 below to avoid your work being rejected at any stage.

5. REQUIREMENTS AND CONDITIONS

STEWARDING: As the gallery no longer has a shop, all exhibiting artists must help with stewarding for at least **TWO SESSIONS,** morning 10am-1.30pm / afternoon 1pm-4.30pm / all day 10am-4.30pm with 30min break. The shop is open from 10am-4.30pm.
We reserve the right to refuse to display any work unless an artist commits to doing stewarding.
As the shop has now gone, it is essential that we have somebody Stewarding. If, for any reason, you cannot attend your stewarding session please contact **Marilyn on 01322 430681**. Please ensure you fill in the stewarding list when dropping off your work. There will be a Stewarding guide on the desk when you arrive which includes how to take payment etc - please read this throughouly when your stewarding session starts.

Display requirements: Please note the following:

- Pictures **must be framed** unless they are box-frame canvases or three-dimensional works intended to be hung without frames. No clip frames.
- All wall-hung works must be strung one-third of the way down from the top and with the cord stretched taut; they should have 'D' rings and not screw-in eye rings.
- Please put a label with the title of work and artist on the reverse.
- Please indicate if three-dimensional works are to be wall-hung, floor-standing or plinth mounted.
- You may supply your own plinth, but it should be stable. For small three-dimensional works, we will provide a raised area for their display.
- Make sure that you have provided accurate details about the dimensions of your work in centimetres (not inches), including the frame in your measurements. For three-dimensional works, please give height, depth and width.

6. BRINGING AND COLLECTING YOUR WORK

Bringing your work: Please bring accepted work to the Stables Gallery at Hall Place on:
Thursday 3 December 2026, between 10am and midday.
Saturday 12 December 2026 - will be an Open Day attended by the Mayor of Bexley at 12pm.

Wednesday 6 January 2027 – the last day of the exhibition.
Wednesday 6 January 2027 - work is to be collected from the gallery between 10am and midday. There is no storage space for uncollected works at Hall Place. See overleaf.
Payment: As soon as we are able after the close of the exhibition, BAT will send cheques to the artists, less BAT's 15% commission. Please provide your bank details on the application form if you would prefer a direct transfer to your bank. Please note: Hall Place no longer handles sales now that the shop has gone.

7. YOUR SUBMISSION

Please read the Terms and Conditions below before completing your submission and sign the declaration.

Please fill in the submission form below with your details and the details of the works.
Email (or post) this with your submission, as set out in paragraph 3 above.

8. TERMS AND CONDITIONS

All artworks are submitted at your own risk. Hall Place and Bexley Arts Trust are not responsible for any damage or loss to works of art, however caused. Please make certain that you are adequately covered by insurance for your works of art.

BAT reserves the right to refuse to display works where an artist does not commit to stewarding, and to refuse to exhibit any or all works that do not conform to the requirements and conditions outlined in this guidance.

We may also refuse:

- any work that does not observe the Stables Gallery rules, for example: is considered to be obscene, excessively violent, or offensive or a danger to the public, or is overtly political or religious in nature *(for more information, contact Hall Place on 01322 526 574).*
- work that differs substantially from the supplied submission image
- unframed pictures that are too big or otherwise cannot be accommodated in the browser.

BAT acts as agents to sell on behalf of the artists and accepts no liability for sold works in any way. Please note:

- Submission fees are non-returnable, regardless of whether a work is exhibited or not.
- BAT will take a 15% commission on each sale, so works should be priced to take this into account.
- If any sold works are not collected, we will attempt to contact the purchaser and the artist. In the event that contact is not successful, any uncollected work will be disposed of at no cost to Hall Place or BAT. In the case of non-collection, no refunds will be made to the purchaser.

For any questions please contact John Davey, Exhibition Manager via telephone: **07786 315067** or email: **Bexley_Arts_Trust.outlook.com**

BEXLEY arts TRUST
EST. 2014

BEXLEY ARTS TRUST WINTER 2026
OPEN ART EXHIBITION
Thursday 3 December 2026 - Wednesday 6 January 2027
ART SUBMISSION FORM

Submissions open on **Sunday 25 October** and must be received by **Sunday 8 November 2026**, together with a non-returnable entry fee. Please write clearly using CAPITAL LETTERS.

ARTIST'S NAME_____

ADDRESS _____

_____ POSTCODE _____

MEMBER ☐ NON MEMBER ☐ (PLEASE TICK)

TELEPHONE/MOBILE: _____

EMAIL _____

ART WORK 1 - TITLE OF WORK:			
JPEG file name:			
Medium:			
Price of Work* £	(or not for sale NFS) Please tick ☐		
Dimensions in centimetres (including any frame) Height:		cm Width:	cm
Also for three-dimensional works include Depth:	cm		
Tick one: Wall hung ☐	Supplying own plinth ☐	Floor standing ☐	Small work ☐

ART WORK 2- TITLE OF WORK:			
JPEG file name:			
Medium:			
Price of Work* £	(or not for sale NFS) Please tick ☐		
Dimensions in centimetres (including any frame) Height:		cm Width:	cm
Also for three-dimensional works include Depth:	cm		
Tick one: Wall hung ☐	Supplying own plinth ☐	Floor standing ☐	Small work ☐

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ART WORK 3 - TITLE OF WORK:			
JPEG file name:			
Medium:			
Price of Work* £	(or not for sale NFS) Please tick ☐		
Dimensions in centimetres (including any frame) Height:		cm Width:	cm
Also for three-dimensional works include Depth:	cm		
Tick one: Wall hung ☐	Supplying own plinth ☐	Floor standing ☐	Small work ☐

ART WORK 4 - TITLE OF WORK:			
JPEG file name:			
Medium:			
Price of Work* £	(or not for sale NFS) Please tick ☐		
Dimensions in centimetres (including any frame) Height:		cm Width:	cm
Also for three-dimensional works include Depth:	cm		
Tick one: Wall hung ☐	Supplying own plinth ☐	Floor standing ☐	Small work ☐

BROWSER PICTURE 1 - TITLE OF WORK:
JPEG file name:
Medium:
Price of Work* £
The size for the browser has to be A3 or under.

BROWSER PICTURE 2 - TITLE OF WORK:
JPEG file name:
Medium:
Price of Work* £
The size for the browser has to be A3 or under.

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SALE OF GOODS

Please supply your bank details for us to transfer money (minus 15% BAT fee) once sale is complete. If you would prefer a cheque please tick this box ☐.

BACS PAYMENT

Account name _____
Sort Code_____
Account Number _____
NAME IF PAYING BY CHEQUE _____
This will be sent after the exhibition in January 2027.

PAYMENT

ARTWORK 1: Framed work or 3D Work £10 ☐
ARTWORK 2: Framed work or 3D Work £10 ☐
ARTWORK 3: Framed work or 3D Work £10 ☐
ARTWORK 4: Framed work or 3D Work £10 ☐
Browser 1: £3 ☐ Browser 2: £3 ☐
BACS DETAILS: Name: Bexley Arts Trust | Sort code: 20 62 69 | Account: 93317021

TOTAL ENCLOSED: _____
(Note: please put **your name as reference** if paying by BACS and confirm via email your payment to **bexley_arts_trust@outlook.com)**

PLEASE TICK AND SIGN BELOW.

☐ I agree to Bexley Arts Trust's Winter Exhibition 2026 Terms and Conditions.
☐ I submit the work for the exhibition at my own risk in accordance with the Terms & Conditions.
☐ I am happy for my work and for myself to appear in social media.
☐ I understand that stewarding is part of my submission.

Signature _____ Date _____