

# Coventry Open 2025

## FAQs



| Question:  | Answer:  |
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| <b>Submitting work</b>   |  |
| <p><i>How do I submit my work when the portal opens?</i></p>           | <ul style="list-style-type: none"> <li>- The portal opens on <b>Tuesday 7 January 2025</b>.</li> <li>- You will find the link to the portal on the Coventry Open 2025 page.</li> </ul> <p><a href="#">Coventry Open 2025 - The Herbert Art Gallery &amp; Museum</a></p> <ul style="list-style-type: none"> <li>- You will need an <b>email address</b> that you can access and check on key dates.</li> <li>- Set up a login account.</li> <li>- Submit 2 works.</li> <li>- Up to 3 images of each work.</li> </ul> <p>Lori from OESS, will support you with technical help on the portal - <a href="mailto:lori@oess.uk">lori@oess.uk</a></p> |
| <p><i>How much does it cost to enter?</i></p>                          | <p>Coventry Open 2025 is a <b>free-to-enter</b> competition.</p> <p>You will not be asked for any money, this includes if you sell your work.</p>  |
| <p><i>Can I sell my work and how much commission should I add?</i></p> | <ul style="list-style-type: none"> <li>- You can <b>sell your work</b> commission-free if you choose.</li> <li>- There is also an option for <b>NFS</b> [Not for Sale].</li> <li>- The Herbert offers no involvement in the process of sales. Artists should supply an email address or business social media account so that they can be contacted by potential buyers. Artists will make all sales arrangements directly with buyers.</li> <li>- All additional information provided by artists will sit in a QR code displayed with works.</li> </ul>   |
| <p><i>How old do I have to be?</i></p>                                 | <p>There are <b>two artist categories</b> to enter work in:</p> <p>Young Artists category - aged <b>15-18 years</b></p> <p>Adult artist category - aged <b>19 and over</b></p>   |

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| <i>How does work get picked?</i>                             | Coventry Open 2025 will work with 4 <b>independent judges</b> from the creative sector. <ul style="list-style-type: none"> <li>- 3 for the adult category</li> <li>- 1 for Young Artists category</li> </ul> Judges will be announced in January 2025.   |
| <i>What can I submit?</i>                                    | Coventry Open 2025 wants to include all that the Midlands has to offer.<br><b>Painting, Drawing, Photography, Digital, Print, Sculpture, Mixed media, Installation, Video/Audio, Moving image, Performance, and Artist collaboration works.</b><br>Work submitted must be made by you and be original.   |
| <i>How big should the image, video or audio files be?</i>    | For each piece [up to 2] you can <b>submit 3 images</b> , images to be no larger than <b>5MB</b> .   |
| <i>What aspect ratio do you want the images?</i>             | The <b>aspect ratio</b> can be either landscape or portrait whichever shows off your work better.  |
| <i>Do I have to live in Coventry?</i>                        | <b>Places you live or work</b> as an artist are: <ul style="list-style-type: none"> <li>- The counties of Herefordshire, Shropshire, Staffordshire, Warwickshire, Worcestershire.</li> <li>- Or the Metropolitan districts of Birmingham, Coventry, Dudley, Sandwell, Walsall, Wolverhampton.</li> </ul>   |
| <i>How big can my work be?</i>                               | <b>Artwork specifications.</b> <ul style="list-style-type: none"> <li>- 2D work cannot be bigger than 2m in any direction, this includes the frame.</li> <li>- 3D work must be able to be carried by one person and not be bigger by 1.5m in any direction.</li> <li>- Films/Audio should not be longer than 10 minutes running time.</li> </ul> |
| <i>Can I resubmit the work I exhibited in the last open?</i> | Every piece must have been <b>made after April 2023</b> .  |
| <i>Can you tell me if you will accept textile 3D work?</i>   | <b>Textile works</b> are very welcome in Coventry Open 2025.<br>3D work must be able to be carried by one person and not be bigger by 1.5m in any direction.   |

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| <p><i>Can I submit digital work for the exhibition?</i></p>                     | <p><b>Digital works</b> are also very welcome, please supply as much information about display requirements in the application process. All electrical equipment will need to be PAT tested.</p>   |
| <p><i>What are you looking for?</i></p>   | <p>The Coventry Open is judged by <b>independent judges</b>, they have no specified agenda when choosing works.</p>  |
| <p><i>Is photography accepted?</i></p>  | <p><b>Photography</b> is very welcome and this can be displayed in however best elevates your work.</p>  |
| <p><i>Does the artwork have to be hung? Is there any space for 3D work?</i></p> | <p>Works <b>do not have to be hung</b> conventionally. There is floor space and free hanging space to allow for all pieces. Works should be stable once they are in position. Please share as much information in the application process to support the curation of successful work.</p> <p>The curator will have the final sign-off on the curation of the exhibition but will take into account information supplied by the artists.</p>      |
| <p><i>What are the themes required?</i></p>                                     | <p>The Coventry Open 2025 has <b>no set theme</b> and is a space to celebrate creative Midlands talent.</p> <p>It will however not exhibit anything unsafe or that is considered Hate Speech in a shared exhibition.</p>   |
| <p><i>Should my submission be framed or unframed?</i></p>                       | <p>Images submitted should be as close as possible to what the exhibited piece will look like. <b>Works DO NOT need to be framed</b> to be exhibited but if you want to add a frame, please include this in the dimensions in the application.</p> <p><b>PORTAL TIP:</b> 2D works should have a minimum of 1cm thickness even if you are showing on paper.</p> <p>WE DON'T PROVIDE FRAMES if you intend successful works to be shown framed.</p> |
| <p><i>What will be covered in the technical support days?</i></p>               | <p><b>Wednesday 15 &amp; Saturday 18 January 2025</b>, the Herbert Art Gallery &amp; Museum will provide <b>technical support days</b>.</p>  |

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|   | <p>These will offer:</p> <ul style="list-style-type: none"> <li>- General drop-in Q&amp;A.</li> <li>- Tablets and assistance to work through any tricky elements of the portal.</li> <li>- Space to photograph works.</li> <li>- Support with uploading images and finishing applications.</li> </ul> <p>Visitors will need to have an email address for registration.</p>   |
| <i>What do the judges see on the portal?</i>                | <p>The <b>judges work independently</b> online when compiling the shortlists for the 2 rounds of artists (adult artists and Young Artists). When they log on they will see the images supplied and the text written about each piece. All other information remains hidden and only the curator can see this information.</p> <p>In the IRL second round for adult artists [Monday 10 March 2025] judges will be able to see all the information.</p> <p>The <b>Young Artists category</b> currently consists of one online round only. Works accepted online will appear in the exhibition.</p> |
| <b>NOTIFICATION DATES – WHAT TO DO NEXT?</b>                | <p>On <b>Friday 28 February 2025, from 12 noon please log in</b> and check your status.</p> <p>If you have been successful, you will be required to bring your work in on Saturday 8 &amp; Sunday 9 March 2025.</p> <p>If you can't do these dates, please contact <a href="mailto:Covopen@cvlife.co.uk">Covopen@cvlife.co.uk</a></p> <p>But it can be <b>NO LATER</b> than Sunday 9 March 3:45pm.</p>   |
| <b>Digital</b>  |  |
| <i>Maximum file size required.</i>                          | <ul style="list-style-type: none"> <li>- File Size: Keep the video file under 500 MB to ensure easy upload and download.</li> <li>- Resolution: Aim for a resolution of 1080p (Full HD). This balances quality and file size effectively.</li> </ul>   |
| <i>What if my work needs to be shown in a specific way?</i> | <p>Please provide as much information about displaying works in the application process.</p> <p>If a specific technology is needed, please highlight this and if you will be providing it let us</p>   |

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|   | know the dimensions and hanging specifications for it.  |
| <i>What types of work?</i>  | Sound file, Video file, Moving Image  |
| <i>What file type is needed?</i>  | Ideally mp4 for video<br>Mp3 for audio<br>But we can also work with WAV & MOV.<br>MOVs will be reformatted as they are much larger than MP4s  |
| <i>If my digital work gets in, how will it be presented?</i>                                    | Video files will be presented on a projector or screens via a media player.<br><br>Audio pieces will be present through a sound bell unless otherwise supported by the artist [for example if the artist supplies an old radio with audio piece].<br><br>Due to the nature of this being an 'open', work will be in shared spaces.<br><u>If your work has specific display requirements as part of the piece they will have to be supplied by the artist or communicated clearly in the application process.</u>              |
| <b>Pre-selected</b>   | <b><u>Log on and check</u></b> from 12 noon on Friday 28 February 2025.   |
|   | <b><u>Delivery no later than 3:45pm Sunday 9 March 2025 as judging will begin the following morning.</u></b>  |
| <i>I have been pre-selected - do you need the piece to be ready to hang or without fixings?</i> | Acceptable fixings [in order of preference] <ul style="list-style-type: none"> <li>- Spring locks</li> <li>- Mirror plates</li> <li>- D-Rings</li> </ul> It would be great if these could be attached for pre-selection.<br>We can add hanging systems to works but we will need written confirmation on delivery of work that you are happy for us to attach them.<br><br>If it is a flat 2D work, for example, presented on paper, we will use clips, magnets or pins to present works, please let us know what you prefer. |

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| <p><i>Being shortlisted does not ensure success in the exhibition. Am I able to submit a digital mock-up of my work instead of investing in printing and framing the pieces?</i></p> | <p>As the artist, you are welcome to present your work how you feel best reflects the piece. We understand printing and framing can be costly.</p> <p>Successful works will be hung from Tuesday 11 March 2025, so there is a very small window to get works printed and framed. If you intend to do this, please flag this in the initial application so the curator can communicate with you. 2023 unfortunately saw a couple of successful artists miss the deadline.</p> |
| <p><i>What do I put on my work when I bring it in?</i></p>   | <p>Successful IRL applicants need to print off and attach the 2 forms on the portal.</p> <ul style="list-style-type: none"> <li>- Attach the forms with tape if the piece allows or attach how you deem fit for the piece.</li> <li>- String is usually used on 3d pieces.</li> <li>- We understand not everyone has access to a printer so we will provide a form to hand write information on delivery of work.</li> </ul>   |
| <p><i>What time can I bring my work in?</i></p>  | <p>The Herbert open hours:<br/> Monday: CLOSED (Open for Bank Holiday Mondays only)<br/> Tuesday - Saturday: 10.00 am - 4.00 pm<br/> Sunday: 12.00 pm - 4.00 pm</p> <p>(Closed: 24, 25 &amp; 26 December and 1 January)</p>  |
| <p><i>What physical format do I need for photographs?</i></p>  | <p>Please provide photographs in the format you intend them to be presented in the exhibition unless you have had a specific conversation with the curator and agreed otherwise. [See digital mock-ups].</p>   |
| <p><i>Who has access to my personal information during the judging process?</i></p>  | <p>The exhibition curator and OESS tech support will be the only people who have full access to all applicants' information.</p> <p>The judges don't see personal information during the judging process as we keep the submissions anonymous.</p>   |

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|   | <p>Paperwork handed in on the day [ Saturday 8 &amp; Sunday 9 March 2025] will be handled by curators, and IRL judges will see text supporting each artwork.</p> <p>We will ensure all paperwork containing personal information is shredded once the work has been collected at the end of the exhibition.</p>  |
| <i>When can I get my artwork back if I am unsuccessful?</i>   | Works not being exhibited can be picked up from Wednesday 12 to Saturday 15 March, 10am - 4pm and Sunday 16 March, 12pm - 4 pm.  |
| <i>I received confirmation that one of my entries has been selected, but one was unsuccessful, does this need to be collected next weekend or can it be collected at the end of the exhibition?</i> | All unsuccessful pieces will need to be collected, between Wednesday 12 and Sunday 16 March 2025 as we do not have any storage space.  |
| <i>I will be delivering my work and was wondering if I will be able to pull up outside the museum as my work is quite heavy.</i>  | We have a loading bay with a goods lift to accommodate the transportation of larger artworks. Please take advantage of this facility when bringing in your pieces. Ensure to highlight any requirements for using the goods lift in your application so we can make the necessary arrangements.  |
| <b>Exhibiting Artist</b>  |  |
| <i>How do I get advice about pricing my work?</i>   | <ul style="list-style-type: none"> <li>- <b>Tech Support Day:</b> Attend our tech support day where the Herbert team will be available to guide various aspects, including pricing your work.</li> <li>- <b>Email Support:</b> Reach out via email at <a href="mailto:Covopen@cvlife.co.uk">Covopen@cvlife.co.uk</a></li> <li>- <b>Research:</b> Investigate your area of work by looking at what other artists are pricing their pieces at. Consider factors such as the medium, size, complexity, and your level of experience when comparing prices.</li> </ul> |

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| <i>The judges' winning choice</i>   | The judges' winning choice will be announced live at the Coventry Open 2025 Private View on Thursday 27 March 2025.   |
| <i>What will be presented [artist interpretation] QR code information</i> | Small interpretation panel - Work Title, Artist Name, Medium<br>Supporting QR Code.   |
| <i>I sold work during the exhibition - what happens at the end?</i>       | All works have to be collected by the artist. If your work is sold, you must collect your work, prepare any packaging, and arrange an external exchange with the buyer.   |
| <i>How does my work get displayed?</i>                                    | If the presentation of the work is part of the piece, please identify this in the application process.<br><br>The curator has all reserved rights to the display of works but will take into consideration the specifications of the application. |
| <i>When do we find out the People's Choice vote?</i>                      | Votes will be counted on Monday 9 June 2025 and announced on our social media platforms Wednesday 11 June 2025.<br><br>The winning artist will be notified personally.  |