

## Online Application Guidance-

Please go to [www.loughboroughtownhall.co.uk/events/2022/07/30/open\\_exhibition\\_2022](http://www.loughboroughtownhall.co.uk/events/2022/07/30/open_exhibition_2022) to begin.

- For us to accept your application you must pay for your submissions. You will see the Buy Now button at the top right corner of the Open Exhibition online page, by clicking on it you will be taken to the booking page. You must select a date to proceed, it does not matter what date you select, then press book now. This takes you to select how many pieces you would like to submit, you press 1 in the 1 piece, 2 pieces or 3 pieces box.  
You will need to create an account to be able to pay. Once payment is complete you will be given an order number (e.g. 21-SG-12BG). Please make note of this number as you will need it later.  
You can also ring Box Office on 01509 231914 to pay.
- Download and fill in the Open Exhibition 2022 application form and send it to [sock@charnwood.gov.uk](mailto:sock@charnwood.gov.uk) along with 3 photos of each submission. Please title your email with: 'Sock Open 2022, (your name) (your payment order number)'.
- We will confirm we have received your application once we have both the application and we have checked you have paid the correct submission amount. We will do this using the order number you provided in the email title.
- We will endeavour to let online submission artists know if they have been accepted first. You will then need to be available to drop your piece/pieces off at Sock Gallery on Wednesday 27<sup>th</sup> or Thursday 28<sup>th</sup> July.

## Photo Guidance-

When taking pictures of your submission there are a few things we need to see, and also a few ways to make your photos successful.

- One of the judging criteria is 'Presentation of the work (e.g. framing)'. We will need to see in one of the photos the full frame which you intend to hang your work in with your work inside. (If you are not using a frame or canvas, please on email application tell us how you intend to attach mirror plates to your work.)

- To take your pictures it is best to lay or hang your work with a clean and neutral background behind it.
- Try to use natural light rather than artificial light and take photographs with the flash off.
- Avoid shadows on the work from other objects or from your own shadow.
- For 3D work please take photos of your work from different angles, you can send more than 3 images per piece if you wish.

Thank you for your interest in the Open Exhibition 2022 and we look forward to receiving your submissions.