



Artists' General Submission Requirements for Cupola Gallery

If you are interested in exhibiting your work with Cupola, please follow these submission guidelines.

Unfortunately, due to time considerations, Cupola cannot make appointments for artists to bring work to be viewed without first having received a submission either by post or email. Once the submission has been considered the artist will be contacted and informed of the gallery's decision. If the work is considered suitable only then will an appointment be made to view the work in the flesh.

Please send slides, photographs or a disk to the gallery at the following address, making sure to mark your envelope 'GENERAL SUBMISSION' in the top left corner.

Cupola Contemporary Art Ltd, 178-178a Middlewood Road, Sheffield, S6 1TD

Please ensure your cover letter includes the following information.

Full contact details including postal address, telephone numbers, email address and website details if available.

The date

The title of the exhibition you are submitting the work for (if known).

Only images sent with an SAE will be returned. Cupola recommends for your own peace of mind that submissions be sent by Special Delivery.

We will consider submissions over email (info@cupolagallery.com) or via viewing websites, but it is very important that an introductory email is sent before sending attachments, as we never open attachments from unknown sources due to the high risk of viruses.

Include a short letter of introduction and as much additional information about your work as you think necessary. We would like a CV. Details of the size and medium of the work are important, plus an approximate price range (wholesale or retail) clearly marked as such. Please make sure that all images sent are clearly labeled with your name and address.

We will endeavour to reply to all submissions within one calendar month, but occasionally delays are unavoidable.

If you are successful with your submission, details of our commission and delivery note requirements will be included with our reply.

178a Middlewood Road, Sheffield, S6 1TD.

Gallery Tel/Fax: 0114 285 2665

Framing: 0114 201 1023

info@cupolagallery.com

COMPANY REG: 05253880

VAT REG No: 715 8937 02