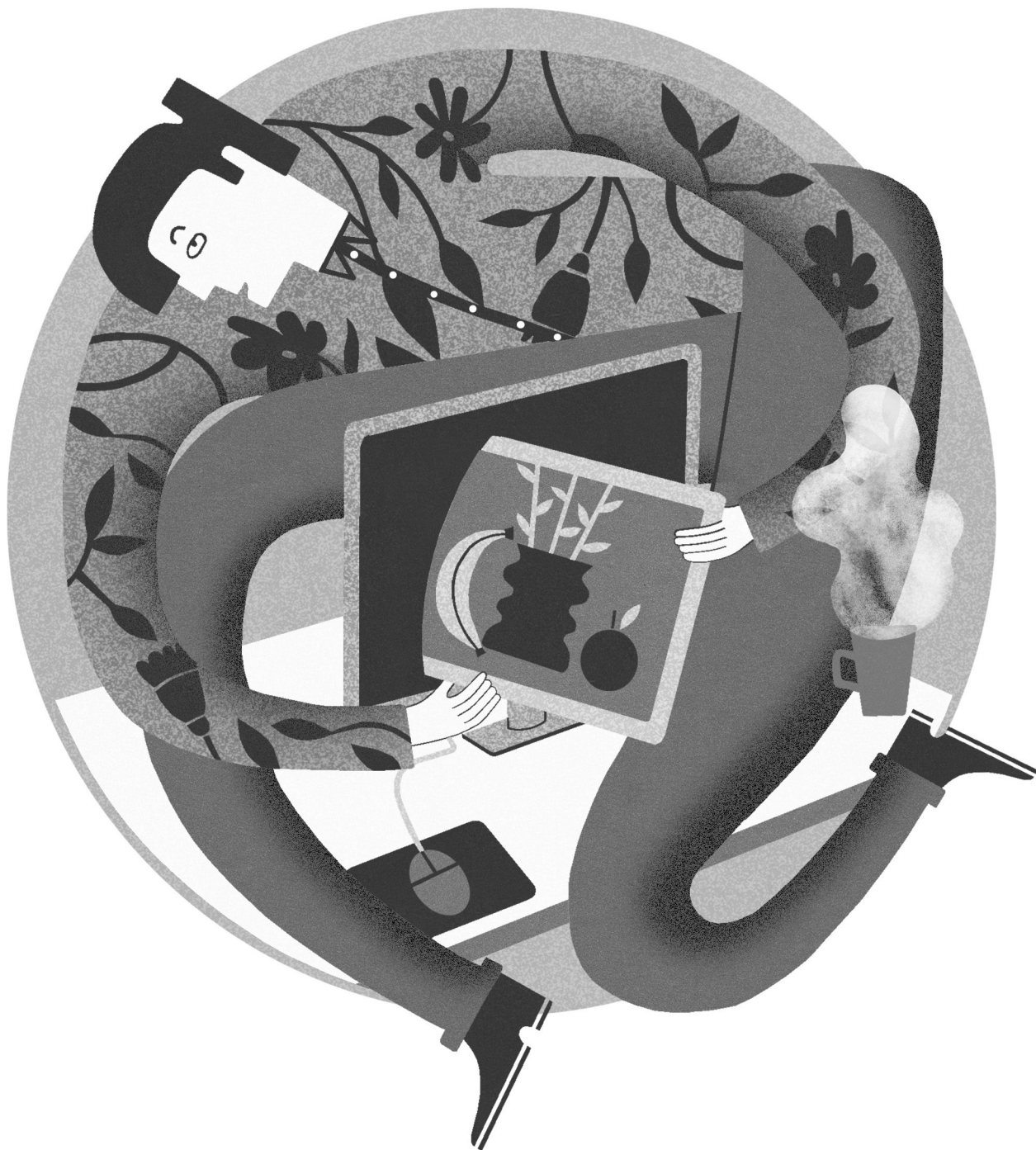


hand

How To Exhibit



We know uploading content can be tricky, so we've put together this guide to help you out.

Contents

- **Where to submit**

How to prepare...

- **Images**
 - **Films**
 - **& Sound**
-
- **Examples**
 - **Writing Captions**
 - **After you submit**
 - **Copyright**

Step 1

To submit an exhibition,
all you have to do is visit
the gallery:

www.hand.gallery
and click 'Upload'

...You'll then be
asked to 'Create
an Exhibition'

Step 2

Now we need to know
about your show...

- **Who You Are**
(e.g. Kingston University, Fine Art)
- **Exhibition Title**
(e.g. Final Show '14)
- **Description**
(50 words maximum)

Continued...

Step 2

- **Email**

(e.g. hello@finalshow.com)

- **Exhibition Image**

(a 1024px by 800px jpeg) This image needs to give us a taste of you and your show, this could be your exhibition space, your branding, pieces of work, it's up to you!)

Step 3

After submitting your exhibition details, we'll ask you to Add Exhibitors. Each exhibitor needs to provide...

- Their name
- Project title
- 3 great images of their piece
- A caption (50 words maximum)
- links to their website and/or email address.

Preparing Your Artwork

You can submit up to 3 images for your piece.

If you're submitting moving image or sound, you can also include 2 images alongside your main submission.

Preparing Your Artwork

It can be difficult to translate some works online, so if your project is a performance piece, an installation or interactive, please make sure you select the best outcome to display it. Record, document and tell it in the best way possible. We can only accept images, films and sound.

Preparing Your Artwork

**We want to display
your work in the
best way possible.**

**So please make
sure your content
is prepared
correctly and
looks great!**

Preparing Your Artwork

Your work can be portrait, square or hexagonal, but just make sure it fits within the centre of a 750px by 500px frame.

To create the frame, simply open Photoshop and input 750x500px into 'Image Size' under 'Image' and be sure to 'Save for Web'.

Preparing Your Images

Each image must be...

- 750 (pixels) x 500 (pixels)
- Under 100 Kilobytes
- Only JPEGs
- Up to 3 images
- In a .Zip File

Try and photograph your work to the best of your ability.

Preparing Your Films

To submit film you'll need to set up a Vimeo account, and paste the url of the film from your account into your submission description.

You may also include 2 images with your film, these could be stills or storyboards.

Preparing Your Films

If we decide to feature you, we will email you to request a .mov file.

You can send the file using WeTransfer to: exhibit@hand.gallery.

We will then upload the film to our Vimeo account and into our gallery with your credits.

Preparing Your Sound

To submit sound you need to paste the url of the sound clip from your Soundcloud account into your submission description.

You may also include 2 images with your film, such as stills or storyboards.

Preparing Your Sound

If we decide to feature you, we will email you and request a .mp3 file.

You can send the file using WeTransfer to: exhibit@hand.gallery.

We will then upload the sound to our Vimeo account and into our gallery, with all the credits going to you.

Like This, For Images...



(1 to 3 images)

750 Pixels x 500 Pixels

(JPEG)

For Films...



(1 Film)

**...You may also
add 2 images to
include with your
film...**

For Example...

(Film / Sound)

+

(Optional)

Image 1

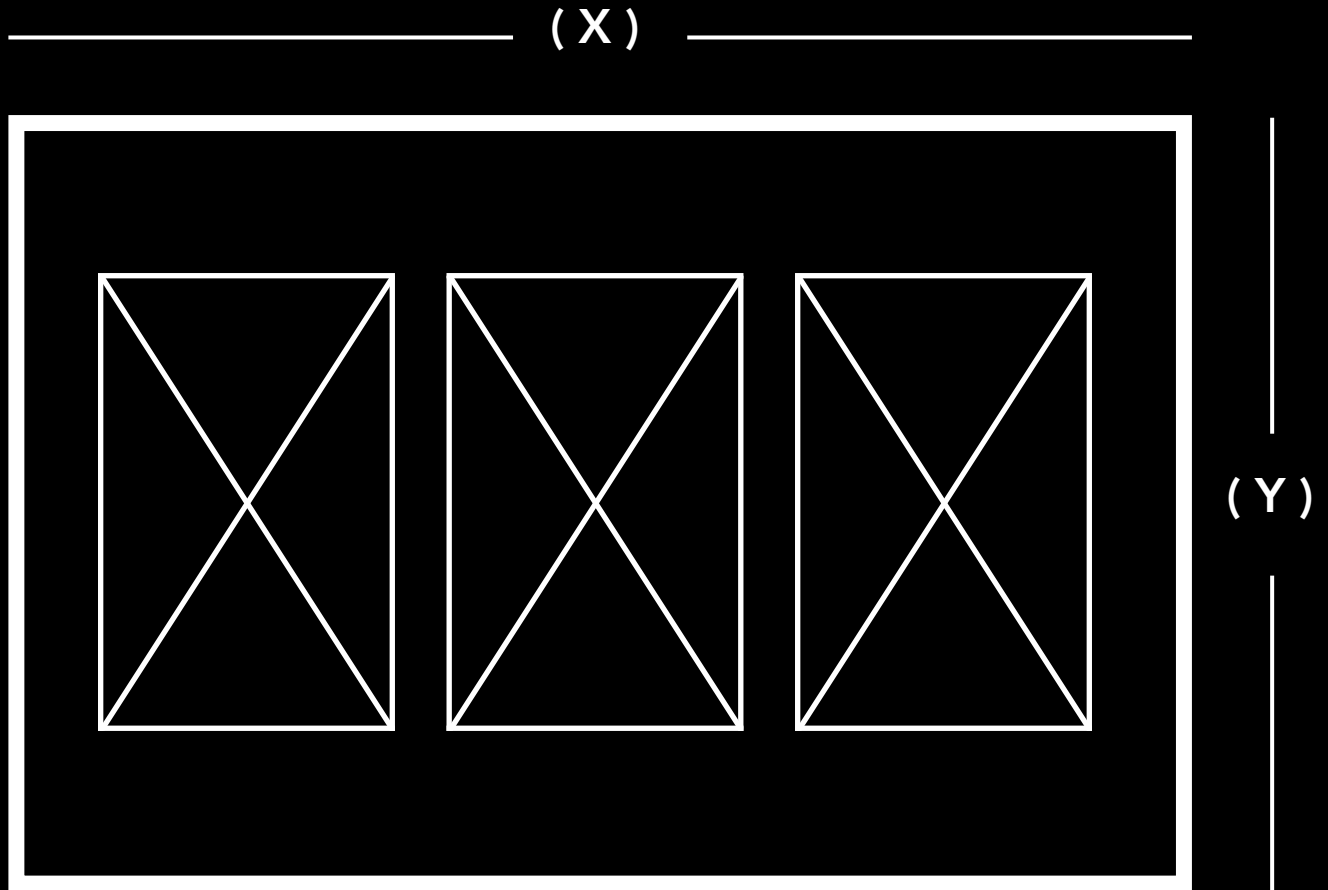
Image 2

Documenting Your Artwork

If you have a series of photographs, sculptures or any 3D work, make sure you include the entire series within one image, the other 2 images you submit can be more detailed or of specific pieces - it's up to you.

But please keep in mind we need to see the entirety of your piece.

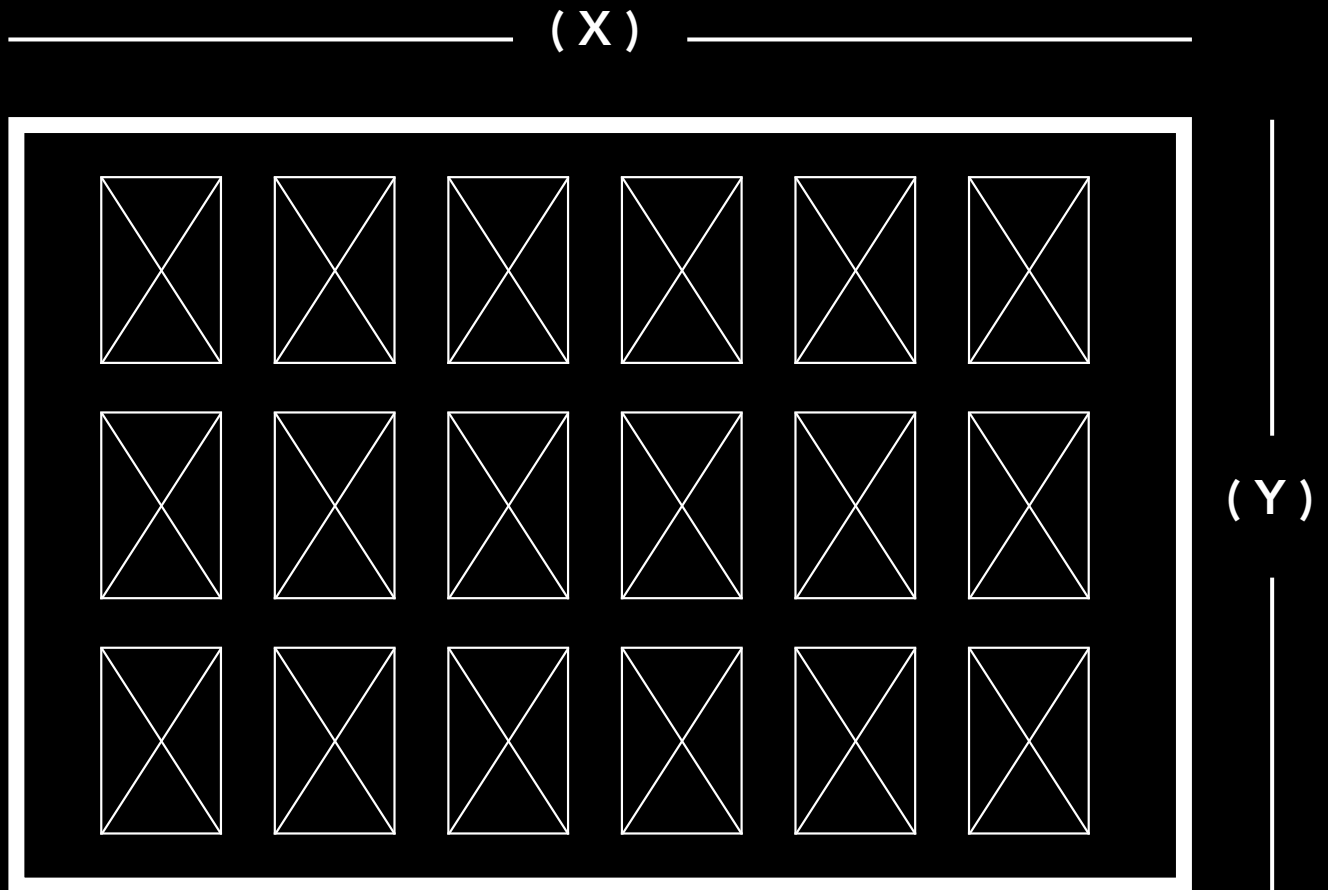
For Example...



$(X) = 750 \text{ Pixels}$

$(Y) = 500 \text{ Pixels}$

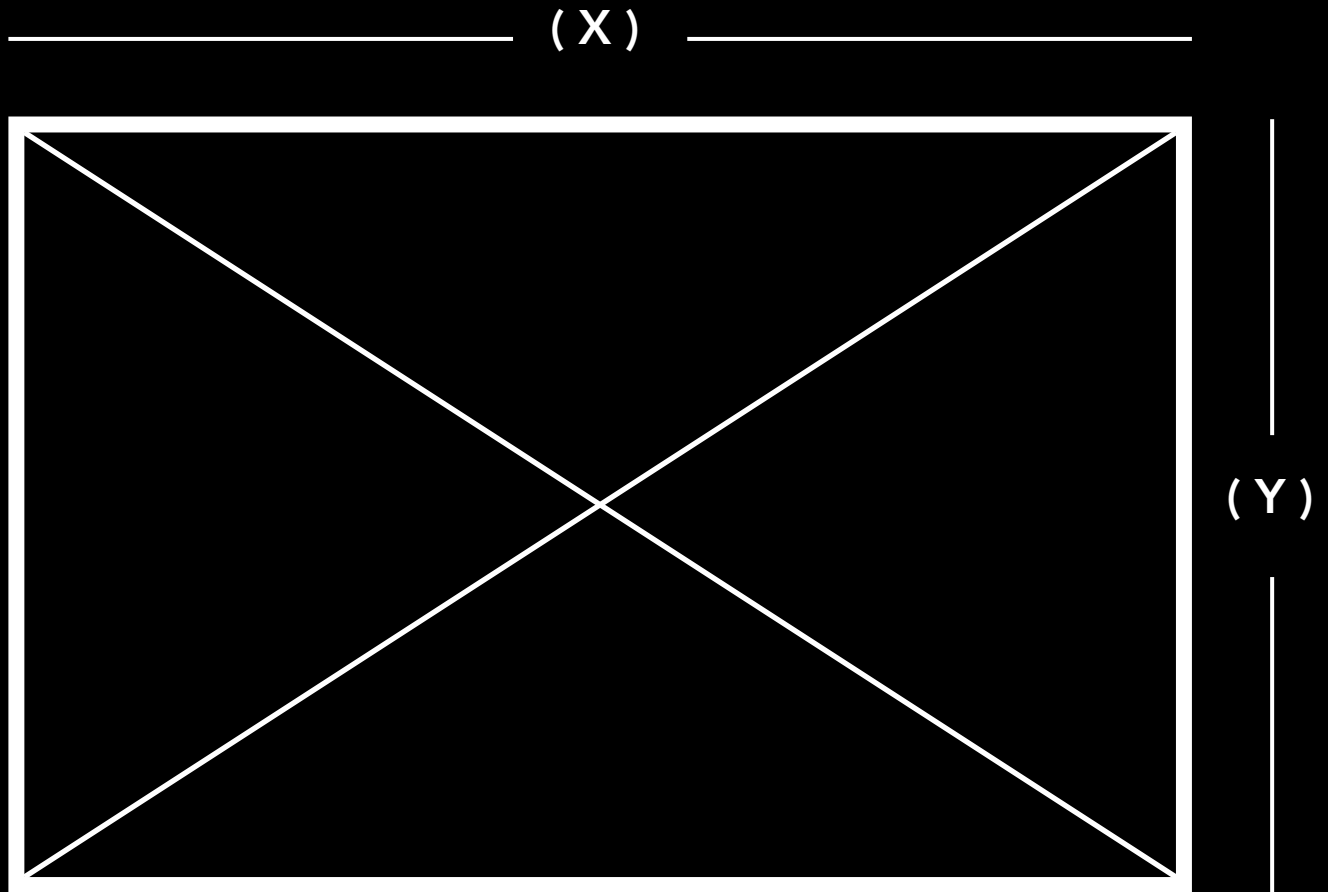
Or...



(X) = 750 Pixels

(Y) = 500 Pixels

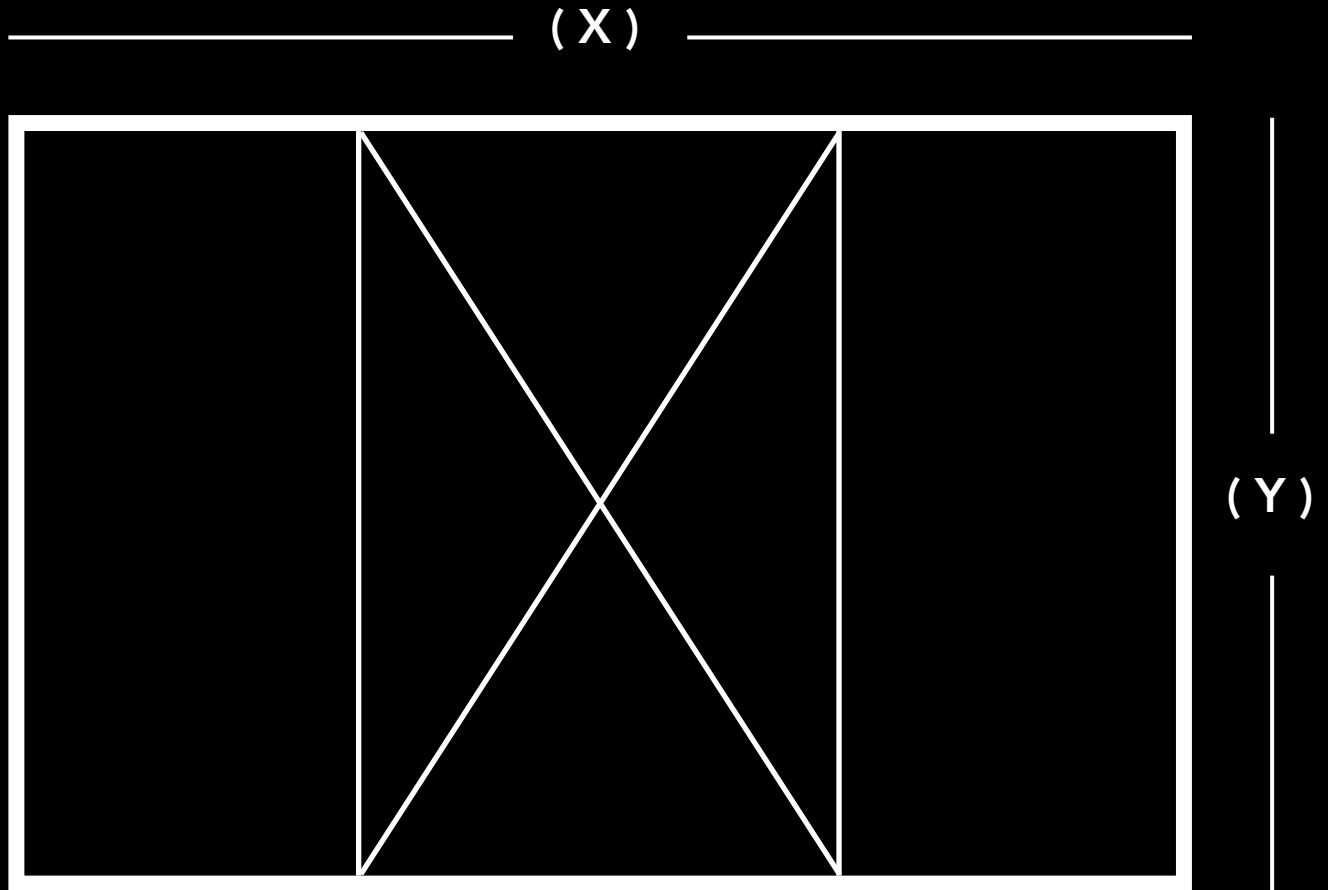
For Standard Images...



$(X) = 750 \text{ Pixels}$

$(Y) = 500 \text{ Pixels}$

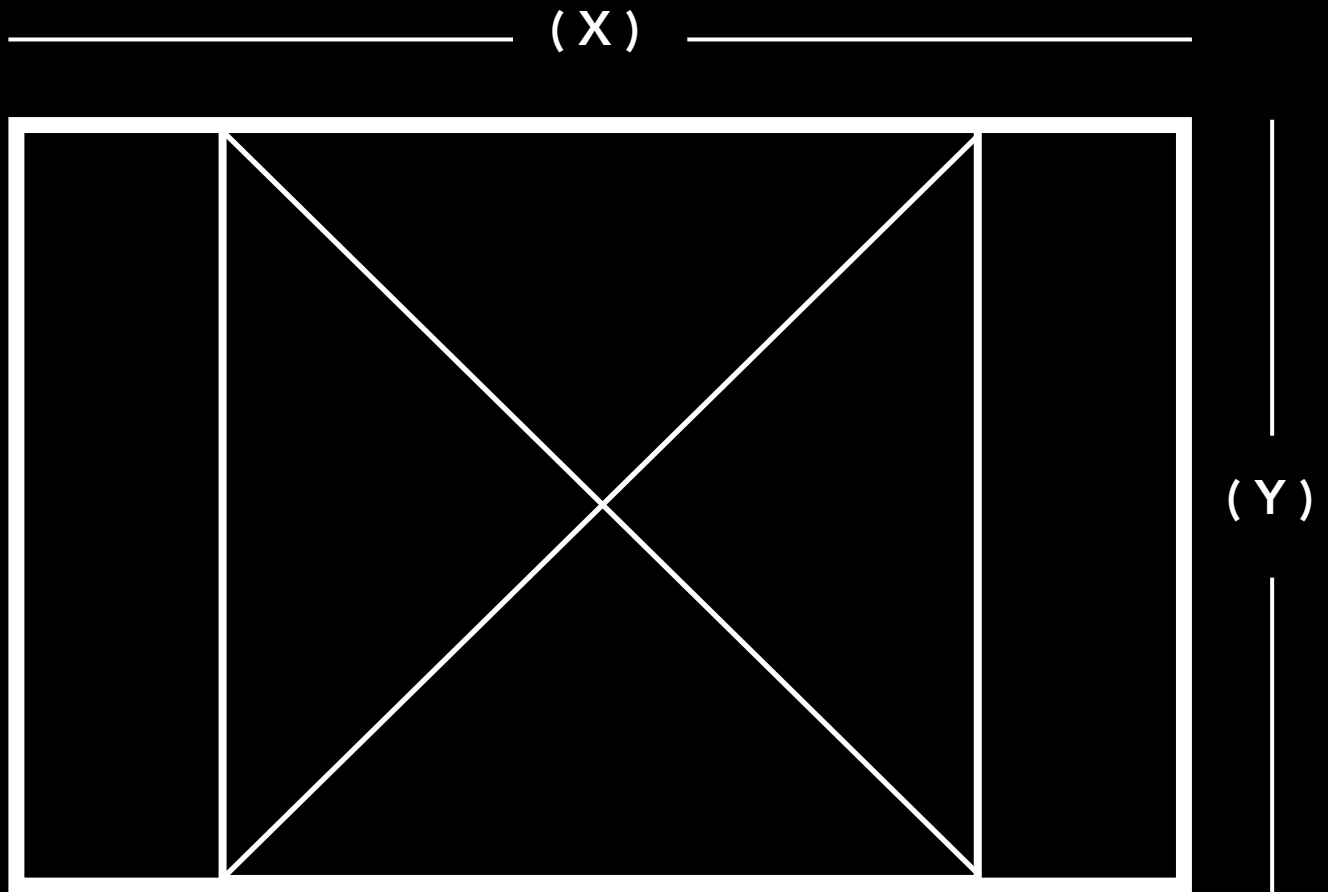
For Portrait...



$(X) = 750 \text{ Pixels}$

$(Y) = 500 \text{ Pixels}$

For Squares...



$(X) = 750 \text{ Pixels}$

$(Y) = 500 \text{ Pixels}$

Writing Your Captions

We want you to tell us about your piece in around 50 words. Please make sure your caption clearly communicates your project.

If you want to include dimensions or links for your piece, be sure to include it within your 50 word limit.

When You've Submitted...

We'll review your submission and contact you if we're interested in featuring you in our gallery. We never want to keep you waiting in the dark, so we promise to contact you within 2–3 working days of receiving your submission.

Copyright

hand doesn't hold any copyright to your work.

Copyright to content belongs to each exhibitor and their own submissions.

For our full Terms and Conditions, click here, or, visit our gallery and click Information.

Further Info

If your work doesn't fall within these categories, or you need some assistance, we'll be more than happy to help...

**Just email us
at [Info@hand.
gallery.](mailto:Info@hand.gallery)**

Thanks!

