

BROCKLEY OPEN STUDIOS

Pop Up Shop exhibition terms and conditions

2026

Dates:

Monday 29 June (installation)

Tuesday 30 June until Sunday 5 July (exhibition times to be agreed with artists)

Venue: The Pop Up Shop, Brockley Cross, SE4 2AA

Application deadline : 11:59pm on 31 March 2026



To look at the space you can see their Instagram feed [@popupatbrockley](#). There is wall space suitable for hanging work or projecting on, three huge windows with sills and a concrete floor to utilise. There are also Stas picture hanging rails installed throughout the space. The venue has a small kitchenette with sink, fridge and WC.

PUBLICITY

The event is running concurrently with Brockley Open Studios event and will be publicised on a good quality printed map (circulation over 15,000 copies), various local publications/websites, and our website and social media. It is a condition of entry that all participating artists are asked to promote the event on their social media channels as well. Please always tag BOS on Instagram - @brockley_open_studios

FUNDING

The hire of the event venue is subsidised by Brockley Open Studios. The fee for participation for successful applicants is £150 per artist (£75 for full-time students). Please read the terms and conditions set out below before completing the application form. There is no application fee.

TERMS & CONDITIONS

Please read these carefully to participate in the exhibition

Non-compliance to the terms and conditions may result in non-acceptance.

- 1) Applications received after the deadline will not be considered.
- 2) All requested information must be made by the deadline; your participation in Brockley Open Studios will then be confirmed by the Steering Team once these requirements have been met.
- 3) Once you have been accepted, payment of £150 (or £75 if you're a full-time student) must be made by each successful applicant within one week of confirmation of acceptance otherwise your place will be withdrawn
- 4) Brockley Open Studios reserves the right to withhold inclusion of applications which do not fulfil all the criteria.
- 5) Artists must abide by the terms and conditions set out in the contract with the Pop Up Shop. A copy of this will be provided
- 6) Artists must share invigilation of the event equally with other artists during the agreed opening hours and facilitate sales of other artists' work. As much as possible it is recommended that the space should be double-manned for safety/security (sole worker policy).
- 7) Artists must arrive promptly on the agreed date and time to install and de-install the exhibition.
- 8) Artists must not begin installing or de-installing the exhibition without the Brockley Open Studios assigned contact being present to oversee.
- 9) Copies of your up to date public liability insurance and a risk assessment must be provided before the exhibition otherwise participation in the event will be withdrawn. This is required as a condition of using the venue and set out in the contract. Support and a template for the risk assessment can be provided by Brockley Open Studios.
- 10) If you will be displaying any art with potentially sensitive content appropriate arrangements must be made to ensure that members of the public under the age of 18 are not viewing anything unsuitable. Please speak to the Brockley Open Studios Team about such content, explaining what the content is and what arrangements you will be making to take any such risks into account. We understand art may be there to be challenging where necessary but offensive content is not permitted. Artists are responsible for ensuring they comply with the law with regard to sensitive and offensive content.
- 11) If for any reason you are unable to participate in the event after being accepted your fee cannot be returned unless within one week of the form acceptance.

- 12) Artists must collaborate professionally with other artists in the exhibition, curators and the Brockley Open Studios team, and communicate effectively with all involved during the preparation, duration and deinstallation period.**
- 13) A copy of the completed risk assessment must be printed and displayed upon entry to the venue before the exhibition opens. Brockley Open Studios will assist with coordinating the content of the risk assessment.**
- 14) Brockley Open Studios will be responsible for the branding and design of display and labelling materials. BOS will provide decals for the windows of the venue.**
- 15) Brockley Open Studios is not liable for damage or loss to artists' work during the exhibition. Artists are responsible for their own insurance.**
- 16) Brockley Open Studios will have a contract with the venue setting out terms and conditions of hiring the space. The venue has to be returned to the condition it was when the keys were handed over at the start of the hire period by 9pm on the Sunday of the hire week. There are restrictions on drilling into two of the walls due to a damp proof course which Brockley Open Studios will provide information on before installation. If participating artists cause damage to the property being hired they are liable for repair costs.**
- 17) Artists are expected to assist Brockley Open Studios in publicising the event via social media and participate in opening and closing events and other promotional events such as artists talks, interviews or demonstrations to attract visitors. These will be discussed and agreed with artists during the planning process.**
- 18) The exhibition will need to be overseen by a nominated curator who will be responsible for the oversight of the installation and deinstallation of the exhibition, the exhibition text and price lists, co-ordinating invigilation of the exhibition and liaising with the Brockley Open Studios team. This can be a participating artist or separate person.**