

## TERMS AND CONDITIONS - EXHIBITIONS



### **The Artist's Responsibilities:**

- 1) It is essential that you check the gallery space before bringing your pictures to ensure you have the right amount of material and to gain a working knowledge of our hanging system. As a rough guide, you will require 34 pictures of average size and it is essential that all exhibits are ready to hang with **D-RINGS AND CORDS FIXED** to the back.
- 2) All sold pictures will be subject to a 15% commission.
- 3) The hanging of exhibitions is carried out by the artist, however the Centre's exhibition team will be happy to assist on request. Exhibitions should arrive on the morning of the first day of your **EXHIBITION BY 10:00 am**
- 4) All artists **must** provide, via e-mail, a **'PEN PORTRAIT'** and **'IMAGE'** for possible inclusion in the Centre's What's On brochure. If you would like to guarantee inclusion in the brochure we will require this information 7 months prior to your exhibition. Alternatively please provide your information 1 month prior to your exhibition to assist our team in producing posters. If you would like your exhibition to be advertised on our website please forward your information to [info@festivaldraytoncentre.com](mailto:info@festivaldraytoncentre.com) FAO Robyn.
- 5) Please provide a list of your works as per the format below on the day of your hanging, or via email/post prior to your arrival. In addition, please ensure that each picture is visibly labelled and corresponds with your list.

Number	Picture	Medium	Price
1	Sleepy Cottage	Pastel	£35
2	Butterflies	Watercolour	£50

- 6) All exhibits are displayed at the artist's own risk.
- 7) Please collect pictures by **9:30am on last day** of your exhibition.

Please phone Robyn on 01630 654444 (opt 3) if you need assistance or if you are unable to fulfil any of these conditions and would like to discuss any perceived problems.



## **The Centre's Responsibilities:**

- 1) We will endeavour to adhere to the exhibitors schedule but on rare occasions, the duration of your exhibition may be altered due to a change in Centre activity.
- 2) The gallery area may be used by the Centre during the exhibition period, in which case we shall ensure the safe keeping of your exhibits.
- 3) All artists will be invoiced for their commission and/or Private Reception (see below) fees within one month of their exhibition ending.
- 4) Payment for sold paintings will be forwarded to the exhibitor after payment of any outstanding invoices.

## **Artist's Private Reception**

As an exhibitor, you are welcome to hold a private reception and invite guests of your choice. If you would like assistance in the printing of invitations please ask. The date and time of your reception is negotiable and is dependent on the Centre's on-going activities. These events have proved very successful with past artists, their friends and family and can be tailored to your requirements. Previous receptions have taken the form of small informal tea and cake refreshments to formal champagne receptions.

For further information please contact Robyn on 01630 654444 and she will be happy to discuss your options.

Thank you for your interest in exhibiting at the Centre and we look forward to receiving your Potential Exhibitor Form.