

## **Exhibiting at the Alfred East Art Gallery, Kettering Terms and Conditions 2017**

### **1. Exhibiting fees**

Kettering Borough Council subsidises the exhibiting spaces. Artists however, are asked to contribute to the costs of running the space. Exhibiting fees\* are;

#### **Large Gallery (East Gallery)**

£310 for 6 weeks (minimum duration)

Hire can extend to 8 weeks (maximum) for an additional cost of £45 per week.

#### **Small Gallery (West Gallery) (Only when not in use by Permanent Collection)**

£230 for 6 weeks (minimum duration)

Hire can be extended to 8 weeks (maximum) for an additional cost of £30 per week.

#### **Long Gallery**

£90 for 4 weeks (minimum duration)

Hire could extend to 6 weeks (maximum) for an additional cost of £20 per week.

Artists wanting to exhibit in two spaces simultaneously will be charged both of the rates.

Artists are required to pay a 50% deposit for their exhibition fees and then they will be invoiced for the remaining balance after the exhibition.

For 2018 and beyond, please simply state your preferred time and length of exhibition.

Artists are asked to select a first, second and third preference for an exhibition period when submitting their proposal.

**\* Exhibiting fees and private view charges may be subject to change**

### **2. Exhibition related material**

#### **Publicity Material**

The Gallery requires one image and a maximum of 150 words publicity text for inclusion in our quarterly brochure six months in advance of the exhibition.

Posters for the exhibition are produced and printed by the Gallery. Information must be supplied by the artist six months in advance of the opening. No changes can be made to exhibition content after this date unless discussed with the Gallery Officer.

#### **Catalogues and Labels**

Catalogues can be designed and printed but there will be an extra cost of £30 per 100 for printing. These will be 2 pages A4 plus cover, folded and stapled to produce a 12 page brochure. 100 free catalogues with a Friday preview.

Information supplied by the artist should include;

- List of works to be exhibited with sale prices (for sale and insurance purposes).
- Any images for inclusion in the catalogue
- Any additional text for inclusion in the catalogue

Posters and catalogues can be designed by the artist but must be sent for approval to ensure the content is accessible to visitors and the correct logos are used. The Gallery's decision on content and layout is final. Approval must take place two months in advance of opening.

### **3. Delivery and collection**

Artists are responsible for all transportation arrangements and costs of works to and from the Gallery. Due to storage space limitations, no packaging can be stored at the gallery during the exhibition. Works will be insured by Kettering Borough Council whilst they are on the premises.

Works must be delivered to the Gallery on the Monday or Tuesday morning preceding the Saturday opening of the exhibition (or the Tuesday, if the Monday is a bank holiday). If it is agreed with the Gallery Officer that items can be delivered outside normal gallery opening hours, a fee to contribute towards staff costs will be charged at a rate of £12.00 per hour.

Works must be collected on the Monday (or the Tuesday, if the Monday is a bank holiday) after the closure of the exhibition. A late fee of £20 per day is payable for uncollected works, unless the artist has made alternative arrangements, in writing, with the Gallery Officer.

### **4. Exhibition curation**

As the Alfred East Art Gallery subsidises the exhibitions we expect to work with the artist to ensure that curatorial standards are maintained. Arrangements for this can be made on a case by case basis. It is expected that the exhibition will broadly match the details set out in the accepted exhibition proposal. Any significant changes must be agreed in advance.

Gallery staff will place and hang works, unless a specific arrangement is made with the Gallery Officer. All pictures must be framed with mirror plates attached, unless other arrangements have been made. Please see the diagram for an example of a mirror plate. The Gallery's decision on hanging will be final.

If works are not mirror plated a charge of £12 per hour will be made to cover staff costs and materials incurred in mirror plating.



### **5. Sales**

25% commission + VAT on the commission will be charged on the sale of any works, cards and prints etc associated with the exhibition sold on the premises. At least 90% of exhibited works must be for sale.

Sales are managed by Gallery staff. Artists are paid by Kettering Borough Council after full payment from purchasers and financial administration. This can take up to five weeks after the end of the exhibition.

Only works which are present in the exhibition can be sold through the exhibition.

Unframed prints and postcards must be delivered at the same time as the main exhibition.

Due to storage limitations, we ask artists to discuss the sale of unframed prints and postcards with the Gallery Officer prior to delivery.

## **6. Private Views**

Please see attached information on 'Exhibition Opening Receptions'.

## **7. Events**

We ask that all exhibiting artists in the large Gallery are available to host an informal tour, talk, workshop or similar event to coincide with their exhibition on a Saturday or weekday during their exhibition. On signing these terms and conditions, the artist is committed to this request, although dates are negotiable.

## **8. Other information**

In the case of group bookings, a designated co-ordinator must take on the responsibility to disseminate all relevant information and see that all conditions are met.

Should building work of any kind be planned for the Gallery, which might endanger works of art or the visiting public, the Gallery reserves the right to cancel any exhibition booked for that period.

The Gallery reserves the right to hold events in the Gallery space at any time.

The Gallery reserves the right to cancel an exhibition or invoice the artist for extra costs incurred if these conditions are not fully met.

Signed: .....

Print Name: .....

Date: .....

## **Summary of Hire**

### **Large Gallery £310 for 6 weeks**

Hire includes:

- Installing and Curation of the exhibition
- Dismantling the exhibition
- Publicity such as: e-mail advertising to our mailing list, press release, entry in Highlights magazine
- Design of all publicity material and exhibition material (catalogues etc.)
- Electronic copy of the poster and 10 printed A4 posters
- Title vinyl\*

### **Long Gallery £90 for 4 weeks**

Hire includes:

- Installing and Curation of the exhibition
- Dismantling the exhibition
- Publicity such as: e-mail advertising to our mailing list, press release, entry in Highlights magazine
- Design of all publicity material and exhibition material (catalogues etc.)
- Electronic copy of the poster and 10 printed A4 posters

\*

Title vinyl: This is usually placed behind the desk in the Large Gallery only with title of exhibition, artists name and date.

Title vinyl can be used in all galleries if required.

Additional vinyl for exhibitions will be priced on application.

## **Exhibiting at the Alfred East Art Gallery, Kettering Exhibition Opening Receptions**

### **Saturday Afternoon 1-3pm £50**

Provided with this offer;

- Hosting and staffing (1 staff member in addition to Gallery Attendant)
- Soft drinks for 100 people\*<sup>1</sup>
- Design of reception invitations, of which the artist will receive 50 printed and an electronic copy\*<sup>2</sup>
- Catalogues will be charged at an extra cost of £30 for every 100 printed. (Price is dependent on size. Usually these will be 2 pages A4 folded plus cover, folded and stapled to produce a 12 page brochure).
- Promotion to various art contacts, press and council representatives
- Wine Glasses for up to 100 guests.
- Facebook and Twitter promotion.

### **Premium Friday evening preview 6-8pm £100**

Provided with this offer;

- Hosting and staffing (2 staff members in addition to Gallery Attendant)
- Soft drinks for 100 people\*<sup>1</sup>
- Design of reception invitations, of which the artist will receive 50 printed and an electronic copy\*<sup>2</sup>
- 100 Catalogues FREE\*<sup>3</sup> but more can be printed at cost to artist.
- Promotion to various art contacts, press and council representatives
- Wine Glasses for up to 100 guests.
- Facebook and twitter promotion.

Exhibitors must provide their own alcohol in agreement with Kettering Borough Council. Donations to cover the cost of wine may not be requested in compliance with the Licensing Act 2003.

\*<sup>1</sup> Additional soft drinks can be provided at £20 for every 100 drinks

\*<sup>2</sup> Additional invitations will be charged at an extra cost of £5 for every 50 printed.

\*<sup>3</sup> Additional catalogues will be charged at an extra cost of £30 for every 100 printed. (Price is dependent on size. Usually these will be 2 pages A4 folded plus cover, folded and stapled to produce a 12 page brochure).

**NB: Exhibiting fees and private view charges may be subject to change.**