**PROPOSAL FORM**

Please complete and return to The Stone Space by email to [stonespace.enquiries@gmail.com](mailto:stonespace.enquiries@gmail.com) or by Post to

The Stone Space, 6 Church Lane Leytonstone, London, E11 1HG (images may be printed or submitted on CD)

**CONTACT DETAILS**

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| --- | --- |
| Name of Artist  (Organiser if group show) |  |
| Address |  |
| Email |  |
| Mobile Telephone Number |  |
| Web address |  |

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| --- | --- | --- |
| Title of Exhibition |  | |
| Please confirm the earliest date you would like a show | |  |
| Please confirm proposed length of exhibition ( usually 4 weeks unless stated otherwise in an advertisement) | |  |

**Terms and Conditions**

**Cost**  
The fee for a four week exhibition is £200. This includes 500 flyers to promote your show and title vinyl in the front window.  
  
A 50% deposit is required to confirm an offer of a show in the programme. The second payment is required two weeks before your exhibition is due to start.  
  
**Private View**  
This usually takes place on first Thursday of the exhibition, 6:30pm – 8.30pm unless agreed otherwise. The Stone Space will provide staff to run the bar and sales. They will also be on hand to answer enquiries from the public. Staff on the door can also be available if needed. The artist/curator is responsible for buying the drinks they would like offered at the private view.  
  
**Gallery Opening Hours**  
Gallery opening times are Thurs & Fri 2-6pm, Sat 12-5pm Sun 12-4pm. Invigilators are usually available for these opening times. Please note that as The Stone Space is run by volunteers we cannot wholly guarantee invigilation for all open times. In such instances artists will be informed and may want to invigilate themselves. If the artist would like to open the gallery beyond the usual opening times, this should be discussed with gallery staff.

**Promotion**  
500 printed flyers for your exhibition are included in the fee with 250 available to the artist to distribute. Experienced graphic designers are on hand to create your flyer with you. You will be asked to provide an image and written information for your flyer. Images should be high resolution in JPEG format  
  
**Publicity**

The Artist is responsible for providing information on the show that can be used to publicise their exhibition. The Stone space will promote your exhibition through The Stone Space mailing list and website and certain other online sites and publications. The artist/curator may also wish to promote their show themselves.  
  
**Sales**   
A 20% commission is taken on sales from your show. Payments from sales will be made to the artist within 30 days after the end of their exhibition.  
  
There is a print rack and postcard rack available for your use alongside other artists associated with the gallery as well as plinths.   
  
A price list including the prints and postcards available for sale should be emailed to The Stone Space at least four days before the start of your exhibition. This will be used to keep track of sales. All postcards and prints should be labelled with a price and ready for sale.  
  
**Insurance**  
The artist/curator is wholly responsible for insuring the works to be displayed at The Stone Space and also any equipment they may bring.   
  
**Installation / Equipment**  
You should bring any tools that you will need to put up and take down your exhibition. We  
would recommend that two people be present during installation and takedown. We have a STAS Cliprail hanging system in place for all walls. Should artists wish to use other methods of displaying their works they must pay a £200 deposit which is refundable provided walls, floors and ceiling are returned to their original condition. One ladder is available on request.

Blue tack and sticky pads and pens are not be used on gallery walls.  
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**Labelling and signage**  
The artist will be responsible for all labelling within the gallery and information about the works. The artist will need to supply a pricelist and/ or a hand-out for visitors to the gallery with supplementary information about the artist and exhibition. At least one hard copy should be supplied for the invigilators, additional copies for visitors. At least one copy should be in large Sans Serif font equivalent to Tahoma font 16 or larger.

**PROPOSAL**

Please outline your proposal including details such as media, size of work, number of pieces you will show, how you would use the space, theme of show etc. Please also include images and feel free to use additional pages. A floor plan and photographs of the space are available on the Stone Space website.

Proposals should be submitted in Word format with jpeg images included within the document.