

## Terms and Conditions for Exhibiting at The Stone Space

### Applying to exhibit

- The Stone Space welcomes proposals from individuals and those wishing to exhibit as a group.
- Exhibition slots are usually 4 weeks long. Dates decided in dialogue with each selected artist.
- Submissions are reviewed by a panel drawn from the volunteer organising group.
- Not all proposals will be accepted but unsuccessful applicants are welcome to resubmit to a later call for proposals.

### Preparing to exhibit

- If your proposal is accepted, you will be notified and asked to provide a 50% deposit and an approx 200 word statement about the exhibition with an accompanying image.
- This statement will be used to promote the exhibition on the Stone Space website and mailing list.
- You will also be asked to provide an image and text for the exhibition flyer, which is produced by our volunteers.
- All other promotion is your responsibility.
- You will be assigned a project manager to support you throughout the exhibition.

### Costs

- The charge for hiring the gallery for an exhibition is **£200**.
- The cost includes production and printing of the exhibition flyers and window vinyls which are displayed during the exhibition.
- The balance payment is required two weeks before your exhibition is due to start.

### During the exhibition

- The gallery opening times are Saturday 10.00 to 16.00 and Sunday 12.00 to 16.00.
- The gallery is staffed by volunteer invigilators during these times. Extended opening hours may be possible by prior arrangement.
- A private view is held at the start of the exhibition. This usually takes place on the first Thursday of the exhibition, 18.30 to 20.00. The private view can be on the Friday if preferred.
- During the private view the gallery will staff the bar, handle any sales and answer queries.
- Private views are usually open to the public but can be by invitation with a guest list if preferred.
- You are responsible for buying any refreshments, which will be served by the gallery.

## **Sales**

- The gallery will handle any sales made during the exhibition and will take a 20% commission.
- Payment resulting from sales will be made to you within 30 days of the end of the exhibition.
- The gallery has a print rack and postcard rack which you are welcome to use.
- Postcards and prints should be labelled with a price and prints should be packaged ready for sale.
- A price list of works for sale should be emailed to the gallery at least four days before the start of the exhibition.

## **Insurance**

- You are responsible for insuring the work you exhibit at The Stone Space and also for any equipment you may bring.

## **Installation/equipment**

- During installation and takedown you will need to bring with you any tools you will need.
- The wall in the corridor requires a masonry drill bit and hammer action drill.
- We recommend that two people are present during installation and takedown.
- Blu Tack and sticky pads and pens should not be used on gallery walls but pencil is permitted.
- You are responsible for restoring the gallery walls, floors and ceilings to the same condition as found. If you fail to do so you will be charged for any necessary repairs.

## **Storage**

- There is currently no space to store packaging materials and tools so you are requested to take them away with you.

## **Labelling and signage**

- You are responsible for all labelling within the gallery.
- In addition to providing a price list, you may choose to provide a handout for visitors.
- If you do provide a handout, at least one hard copy must be supplied to the invigilators and additional copies for visitors.