

Artist and Gallery Agreement Hastings Arts Forum 2009

This document outlines the responsibilities of both the artist and the gallery when exhibiting at either Arts Forum 1 or Arts Forum 2. Please sign this agreement and return it with your payment, which is non-refundable, within 14 days to indicate that you accept the exhibition dates you have been offered and the terms and conditions listed below.

Gallery Hire

The minimum hire period is two weeks (Wednesday – Wednesday) - **with installation on a Wednesday afternoon**, finalised through out Thursday and ready for Friday opening and the Private View held on the Friday evening.
Gallery Hire rates per 2 week £300 + 25% commission.
Special rates for installation/ non selling artists + commission by prior agreement only.
All exhibitors must be members of the Hastings Arts Forum.

(1)

The Gallery Agrees To

- To provide vacant use of the reserved gallery space for the duration of the exhibition.
- To train the artist in the Arts Forum sales procedure.
- To liaise with the artist to confirm invigilation throughout the exhibition and especially over the weekend.
- To provide public liability insurance and insurance to cover theft or breakages minus commission and contingent to any applicable excess for the duration of the exhibition.
- To include information about your exhibition including the private view in our weekly Arts Forum bulletin that is sent to over 600 people including buyers.
- To print, mount and cut your labels for the exhibition.
- To provide a clean kitchen, glasses and fridge for your use (in Arts Forum 1) during the private view of the exhibition.
- To introduce the artist to the chief curator who will assist with the quality control of your exhibition.

- To wrap all sold work and to provide after sales care.
- To contact all buyers at the end of the exhibition and to ensure all transactions are complete.
- To allow the artist to copy information from the visitors book pertaining to their show .
- To provide the artist with a copy of all sales and buyers contact details at the end of the exhibition.
- To pay the artist within 6 weeks of the close of the exhibition any proceeds from sales net of gallery commission.

(2)

The Artist agrees to

- To provide work ready to hang with the **appropriate wire fixings and screw eyes.**
- To make contact with The Arts Forum team prior to your exhibition to observe practise and to be trained in sales procedure.
- To provide a brief explanation of your exhibition and at least 2 and a maximum of 5 high resolution images (1000 pixels wide) of your work to use in our publicity –(bulletin & website)
- To send a list of all works that might require a label in your exhibition prior to the start of your exhibition, stating title, medium and price for each piece 1 week before exhibition latest, preferably 2 weeks in advance . To provide mountboard for your labels, bring with you for set up (can be purchased at Expressions in Kings Rd, St Leonards).
- To provide the Arts Forum with a document complete with the title, media and cost of artwork inventory with the date of the exhibition to be signed by Arts Forum and the Artist for insurance purposes.
- To arrive with works no later than 2 pm on the day of set up, (Wednesday) (please indicate if you will need extra technical support)
- For any work sold on a pay by instalment basis, the arts forum will collect payments on behalf of the artist, forwarding, monies, less commission, on conclusion of the payment arrangement.
- Storage - the artist will commit to remove all unsold work at the end of the exhibition. Work remaining at the gallery will not be the responsibility of the Arts Forum. Work left at the Gallery after one week of the exhibition closing will be charged a storage fee of £5.00 per week, per item.
- All work to be presented in a completed state, ready for exhibition.
 - As such, exhibitors will be expected to provide work with:
 - Clean glass
 - Wire and hook rear hanging fastenings
 - Clean mounts
 - Secure fittings for any ceramic art required to be fixed to the wall.

Work undertaken by the Arts Forum on artist's behalf will be charged as follows:

- Glass cleaning: £3.00 per item
- Removal of matter between framed work and glass: £8.00 per item
- Wire hanging and fixing: £5.00 per item
- Work deemed vulnerable to damage will either be rejected for exhibition or shall be exhibited at the artist's own risk. This will be recorded prior to any exhibition.
- To ensure that plinths brought into the gallery are clean and painted and finished.
- To be cooperative, polite and flexible when dealing with Arts Forum staff.
- To provide invigilation for the duration of your exhibition.
- To abide by the invigilation checklist.
- To provide drinks / catering for the private view.
- To dispose of rubbish and recycling and clean kitchen to its previous condition by 12 noon on the day following your exhibition Private View.
- To wash the white tablecloth and tea towels provided for you use and return it clean by the end of your exhibition.
- To ensure that the gallery is open daily from 11-5pm throughout your exhibition.
- To ensure that the Arts Forum visitors book is used throughout the show.
- To ensure that the gallery is clean throughout your exhibition.

Please Note: Hastings Arts Forum has limited insurance cover for goods held in trust. We recommend that artists take out their own insurance cover on high value items.

Please sign this agreement and return it to The Arts Forum within 14 days of exhibition offer being received along with the hire fee of £300 for 2 weeks (non refundable) paid to Hasting Arts Forum. (this will confirm your booking)

- **I Agree**
- **To the details of the agreement as set out in (1) and (2) above.**

- To provide the Arts Forum with a complete inventory of work supplied for insurance purposes

Please Retain this copy and send agreement signed below

Artists Copy

Name:

Dates of exhibition:

Please sign this agreement and return it to The Arts

- I Agree
- To the details of the agreement as set out in (1) and (2) above.
- To provide the Arts Forum with a complete inventory of work supplied for insurance purposes