

Information for Exhibitors

IF YOU ARE A MEMBER OF A GROUP OR SOCIETY PLEASE ENSURE THAT ALL EXHIBITORS READ THIS INFORMATION

HIRE AGREEMENTS & DEPOSITS

The Terms & Conditions of Hire are set out in your Hire Agreement but these notes may be helpful when arranging your exhibition.

SALES

- **All sales** will be handled by the Oxmarket reception and subject to a **15% handling charge**.
- The Oxmarket will provide packaging etc, unless an artist has specific branded packaging they wish to use (craft/jewellery items etc).
- Sold works are usually left until the end of the exhibition for collection; however buyers can take immediately if not local. Artists may provide replacements if necessary.

PAYMENTS TO ARTISTS

Proceeds, net of handling fee, will be forwarded to the Hirer within 21 days after the exhibition has ended. Oxmarket Centre of Arts will pay whoever has signed the Hire Agreement by means of one cheque for all sales made during the exhibition, regardless of shared space by other artists. A sales sheet summary will be forwarded with the payment.

SETTING UP

- Setting up your exhibition takes place on the **first Monday morning of your hire** (see hire agreement). Under no circumstances are artists allowed to set up, rearrange or finish setting up on any other day.
- Please arrive **at 9am on the first day** of hire in order to allow yourself plenty of time to set up.
- All work must be for sale (unless in special circumstances) and exhibited with clearly **typed labels** showing exhibitor's name, title of work, medium and price. All labels must be white and printed on to card or foam board. Artists must produce their own labels. **Hand written labels will not be accepted**. Labels should be fixed with masking tape only (please ask staff for advice).
- You will need to hang your exhibition yourself but a member of staff will be available to offer advice and assistance. The Oxmarket has a number of volunteers it can call on, when available, to help hang exhibitions or to serve drinks at Private Views. If you would like us to try to organize such help you will need to request this in advance of your exhibition.
- The hanging system in all galleries is easy to use but your exhibits must have D-rings or eyelet style fixings.
- If you are bringing your own display aids such as card racks, browsers etc, please notify and check with Admin staff before you set up whether these will be suitable for the space.
- Some Oxmarket display items such as gallery exhibition and sale procedure notices, permanent displays, Oxmarket brochures etc., must be left in place in the Galleries plus a few chairs for disabled patrons.
- Visitors to the gallery appreciate information or biographies on the artist/group, explanations of the exhibition (such as if there is a theme to the work on display), comments book and business cards – so please consider displaying these within the hired space.

FIRE EXITS

Please ensure that all fire exits are kept completely clear at all times and appropriate disabled access observed. The Oxmarket reserve the right to move any exhibits or display should the need arise.

THE PRINT SHOP

The Print Shop is a small permanent gallery at the west end of the John Rank Gallery. At no time should the entrance to the Print Shop be blocked by tables, chairs or any items at all. The area to be kept clear is clearly marked on the floor. The browsers and the exhibits in the Print Shop must not be moved.

PLANNING AHEAD

We can provide:

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| 2 browsers for the John Rank Gallery |
| 2 “ “ Wilson Studio |
| 1 “ “ Lobby |

FOYER HIRERS – Please note when hiring you are hiring wall space only. Browsers, card stands, or plinths are not permitted in the Foyer Gallery and cards etc may not be left on the reception desk at any time.

If groups or societies require more browsers you may provide them. They can be purchased from the Coln Gallery, North Street, or on line (not expensive, allow two weeks for delivery).

We can provide a limited number of tables, chairs and plinths (these are allocated on a first come first serve basis and would ask exhibitors to be considerate in sharing such items with other exhibitors.)

Please bring items you may need for preparing your exhibitions (scissors, knives, rulers etc.) but if you forget there is a Ryman Stationers in East Street and a WH Smith in North Street (both 5 minutes away).

It is vital, in the case of exhibitions which involve sculpture, ceramics, glass, jewellery etc., that the Oxmarket is advised well in advance, of how the exhibition will be displayed and your requirements with regard to plinths, tables, platforms etc. If exhibitors bring their own display equipment we also need to know about this.

On occasion, workshops and musical events take place in the John Rank Gallery and Wilson Studio. Please enquire to see if any such events are likely to affect your exhibition.

KITCHEN

The kitchen is available for stewards to make tea and coffee, but please keep clean and tidy and do not leave anything after the end of your exhibition.

TAKING DOWN

The dismantling of exhibitions takes place from **4.30pm on the last Sunday of hire.**

PRIVATE VIEWS

Private Views are only suitable for artists exhibiting in the John Rank Gallery and the Wilson Studio and are held between 6 pm and 8 pm on Monday evenings, prior to the first day of the exhibition. The Centre is open for organisation from 5 pm. On some occasions there may be a Private View in both Galleries. Exhibitors are free to use the kitchen and Oxmarket wine glasses. Refreshments should be served from a table in the gallery. Glasses must be thoroughly washed and returned to the kitchen and left in good order. The Oxmarket may be able to provide volunteers to meet and greet, serve drinks and wash up – please enquire well in advance. Artists are responsible for providing their own wine/drinks/food etc. Any items left behind from a preview will automatically be disposed of.

INSURANCE

Artists are responsible for the insurance of their own work (see Hire Agreement).

CAR PARKING

The Oxmarket has two parking spaces to the rear of the building but these are only available for staff and volunteers. Artists are **not permitted** to park there (see T&C's). Artists may pull up in the road directly outside the Oxmarket to unload work but are strictly not permitted to park on the pavements. We are however conveniently located in the Little London car park (behind Marks & Spencer, East Street) for which there are no charges after 6pm.

If you have any queries regarding any of the above we shall be pleased to help further.