

WHAT WE WILL DO

- Publish your exhibition in our program of events and on our e-Newsletter.
- Advertise your exhibition on our website and social media pages.
- Email your private view invitations/flyers via our e-Newsletter to our Members & Friends. Printed flyers may be sent with our quarterly mail outs though we advise not to rely on this list. Please enquire for timings.
- Exhibition posters can be displayed in our noticeboard outside.
- Exhibition listings sent to the Chichester Observer and the Press Association, though clearly we cannot guarantee whether or when these will be published.
- **Please note the Oxmarket will not publicise your event or exhibition unless your signed contract and deposit has been returned.**

WHAT ARTISTS SHOULD DO

- Provide the gallery with a written profile or biography, usually around 100 – 200 words. It should give readers of our website and e-newsletters a fascinating insight to the exhibition; what inspires the work or themes; methods of working and influences; background etc. You will be contacted ahead of time, via email, a request for information for the printed program of exhibitions. An edited version of this may be seen in other formats.
- Produce posters/flyers to advertise your event. These should carry only the necessary information such as your name, exhibition title, dates. Please use the wording '**OXMARKET GALLERY**' only on all publicity. Sizes preferred are **A2** (for the A-Board) and **A3** (noticeboard) for John Rank and Wilson Studio hirers. A3 and A4 are suitable for Foyer and Lobby hirers
- **Please submit your posters to info@oxmarket.com for approval before going to print.**
- PDF logo's, location maps etc for the Oxmarket can be obtained on request from Reception.
- Posters/flyers can be displayed at outlets in and around Chichester (see end of this sheet).
- **Chichester Observer publicity** – Please use our publicity form to contact **Phil Hewitt** (Arts and Entertainment Editor) directly. He is very interested in doing articles on exhibitions at the Oxmarket. He can be reached via **07889 987089, 01243 534131 (office)** or **ents@chiobserver.co.uk**. Contact should be made/copy sent at least **THREE WEEKS** before your exhibition and no later than this.

POSSIBLE POSTER/FLYER SITES

City Centre

North Street: Coln Gallery, Assembly Rooms/Council House, Luckes Café, Café Paradiso, Patisserie Valerie

West Street: Chichester Library, Cathedral Cloisters, Tourist Information (inside The Novium), The Belle Isle (behind the Post Office), Tavelodge Hotel

South Street: Pallant House Gallery, Kims Bookshop, Slug & Lettuce, The Vestry, The Buttery, Zizzis Restaurant, Coffee Lab

East Street: Little London Tea Rooms, Caffe Nero, Crispins Café, Bond-a-Frame, New Park Cinema

Outside Chichester City Centre

The Otter Gallery (College Lane), West Dean, The Mill Studio (Arundel), Merston Gallery (Merston nr Chichester), The Spring (Havant), Zimmer Stewart Gallery (Arundel).