Call for Entries

# Artizan Main Gallery 2019

## About the Opportunity

Artizan Gallery seeks exhibitors for its 2019 exhibition series.

After a successful year in 2018 which has seen the gallery expand its work with a series of well-received solo and group shows, curated open exhibitions, a headline Summer Exhibition for Torbay, and collaboration on a new art fair in association with Torquay Boys’ Grammar School, 2019 promises to see Artizan reach new audiences through its main programme.

With the return of several of the Gallery’s popular annual opportunities now calendared, Artizan is seeking applications for solo and group shows which will compliment its offer for 2019.

## About the Space

The Artizan Main Gallery has been our primary exhibition space since opening in 2014. A large open space with high ceilings, white walls and “Artizan Blue” floorboards and highlights, all of which offer an attractive venue for exhibiting. With the supporting Garden Gallery and Basement Gallery attached, it is Artizan’s central exhibition space offering a diverse array of art to collectors and visitors throughout the year. With 20m of hanging space, plus additional flexible window and easel display areas, there’s plenty of space for a variety of exhibition styles and opportunities.

## Exhibiting at Artizan

All exhibitions with Artizan are fully stewarded with hanging managed by our in-house team. Promotion is carried out across a broad network of physical locations and postal marketing as well as to an extensive online audience with a full range of video, photographic and design activity included as standard. The gallery handles press releasing for all shows and can offer assistance with personal press activity and digital marketing tools.

A dedicated exhibition page will be hosted on our sister site [www.art-hub.co.uk](http://www.art-hub.co.uk) with full e-commerce functionality as well as listing on our main site and a minimum of 12 other online listing locations. Every exhibition also appears in local print media whilst the Gallery is advertised generally across a wide spectrum of high end Torbay publications, as well as their own annual print programme.

Staffing costs for a 2-hour artist preview are included with every booking, where participants can provide their own drinks and catering or pay an additional small fee for Artizan to arrange this. Artist Previews are promoted to our network but are primarily reserved for hosting the invited guests of participating artists, with the gallery’s own clients hosted on a personal basis throughout the year.

## Proposals Sought

For 2019, Artizan is looking to continue to expand the breadth of it’s cultural offer and hopes to welcome many and varied proposals for use of the space. Below are just some of the options for potential models but we are also happy to consider other proposals covering different criteria.

All exhibitions can be operated on a commercial or non-commercial basis, though additional fees apply for the latter. Whilst the space is primarily suited to the display of 2D, wall-hung work, it also works exceptionally well for exhibitions which draw together 2D and 3D work to compliment each other, and Artizan also welcomes proposals for pure 3D/sculptural shows.

### Solo Show

A showcase of a single artists work, be it an explored series or elaborative retrospective exhibition.

### Group Show

An exhibition featuring the work of a small number of artists working in complimentary styles or reflecting on a common theme. Artizan classes a group show as having a maximum of four wall artists with a maximum of three supporting 3D artists. All group shows must be self-managed with Artizan communicating with the lead artist for administration of the exhibition. Group shows still benefit from full-stewarding and all other services part of a standard booking with Artizan.

### Open Show

Self-managed open shows are considered as any exhibition welcoming upwards of 10 artists with a lower limit on the number of exhibited works per artist; a maximum of three works is normally recommended. Artizan Gallery hosts several its own open exhibitions every year but welcomes other artists and groups to coordinate their own open submission shows to be hosted at the gallery. As with group shows, Artizan will communicate with the lead artist only who is responsible for managing submissions and coordinating the exhibition. All open proposals will be required to work with Artizan from the point of acceptance to determine a schedule for delivery of the exhibition.

### Curated Shows and Concept Proposals

Artizan is also interested to receive submissions from curators interested in delivering unique exhibitions and calls with the gallery, particularly proposals which connect with other cultural activity on the English Riviera, reflect on local heritage, or engage with social issues, as well as those which deal with wider national or international activity.

## Conditions of Entry

* All applications are made for consideration only and do not constitute a confirmed booking.
* All applications require a completed submission form and signed copy of the Terms and Conditions for consideration.
* If your exhibition is largely 3D work, or requires complex installation, you may be requested to visit the space to ensure its suitability.
* All applications can express a preference for the month of their exhibition, but this does not guarantee this window will be allocated
* No fees are payable at the point of application
* All applications will be considered by the Artizan team and selected other partners when relevant
* **The first round of applications will be considered towards the middle of November**

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| Artizan Main Gallery, 2019 Booking Form | | | | | | C:\Users\FrancesCW\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Artizan - Logo and Text.jpg |
| This form will allow you to provide all the necessary details for booking an exhibition with Artizan Gallery as part of their 2019 Exhibition Series. Please make sure you fill in all details correctly and read the terms and conditions carefully. We will not follow up with applicants for more information if sufficient detail is not provided in the first instance for us to gain an understanding of their proposal.  *Once completed, applicants should email a copy of the completed form to* [juliebrandon@artizangallery.co.uk](mailto:juliebrandon@artizangallery.co.uk)*. Signed Terms and Conditions can either be scanned and emailed or printed and posted to Artizan Gallery, 7 Lucius Street, Torquay, TQ2 5UW*  The terms and condition for exhibiting are at the end of this form and constitute a contract between you and Artizan Gallery. In making an application you confirm that you understand should you be accepted for exhibition you will be expected to exhibit based on these terms. | | | | | | |
| About the Exhibition | | | | | | |
| Available Dates | | | February, March, April, May, June, July, August, September, October, November December | | | |
| Deadline for Submissions | | | The first round of applications will be considered in mid-November with the final confirmation of the 2019 calendar being confirmed no later than December 10th | | | |
| Commission | | | 25/30% | | | |
| Fees | | | **Low Season (Dec-Feb):**  - £185/week for 2 weeks or less, 30% commission  - £175/week for 3 weeks or more (up to 4 weeks), 25% commission  **Mid Season (Mar-Apr // Oct-Nov):**  - £220/week for 2 weeks or less, 30% commission  - £200/week for 3 weeks or more (up to 4 weeks), 25% commission  **High Season (May-Sept):**  - £250/week for 2 weeks or less, 30% commission  - £220/week for 3 weeks or more (up to 4 weeks), 25% commission  **The Basement Gallery and Garden Gallery can each be hired in addition to the main space for a fee of £100/week or £75/week for exhibitions greater than 2 weeks** | | | |
| Your Details | | | | | | |
| *Please provide full contact details for us to reach you to make arrangements for your exhibition.*  *If you are applying to host a group or open show, these details should be for the lead artist in the exhibition.* | | | | | | |
| Full Name: | | Click or tap here to enter text. | | | | |
| Email Address: | | Click or tap here to enter text. | | | | |
| Phone Number: | | Click or tap here to enter text. | | | | |
| Date of Birth: | | Click or tap here to enter text. | | | | |
| Address: | | Click or tap here to enter text. | | | | |
| Click or tap here to enter text. | | | | |
| Click or tap here to enter text. | | | | |
| Click or tap here to enter text. | | | | |
| Online | | | | | | |
| We market and promote your work and exhibition online and on social media as well as in print. This is much easier if we have your website and social media details and are able to tag you in any posts we make about you – this also ensures greater outreach and interest in your work. *If you have any specific requests regarding publicity and marketing by Artizan, please bring them up before the exhibition and we will do our best to accommodate you.*  *If you are applying to host a group or open show, these details should be for the lead artist in the exhibition,* or for group associated social media*.* | | | | | | |
| Website: | | Click or tap here to enter text. | | | | |
| Facebook: | | Click or tap here to enter text. | | | | |
| Twitter: | | Click or tap here to enter text. | | | | |
| Pinterest: | | Click or tap here to enter text. | | | | |
| LinkedIn: | | Click or tap here to enter text. | | | | |
| Google+/Youtube: | | Click or tap here to enter text. | | | | |
| Instagram: | | Click or tap here to enter text. | | | | |
| Other Relevant Sites: | | Click or tap here to enter text. | | | | |
| Click or tap here to enter text. | | | | |
| Your Bank Details | | | | | | |
| Any work sold during your exhibition will incur a commission fee (see above), and Artizan Gallery will pay you by direct bank transfer (BACS) at the end of the exhibition. Please fill in your bank details below so that we can do this promptly.  *If you are applying to host a group or open show, please leave this section blank and bank details will be sought from each individual artist at a later stage.* | | | | | | |
| Bank: | | Click or tap here to enter text. | | | | |
| Account Name: | | Click or tap here to enter text. | | | | |
| Sort Code: | | Click or tap here to enter text. | | | | |
| Account Number: | | Click or tap here to enter text. | | | | |
| Your Submission | | | | | | |
| Please specify your preference for month. | | | | | Click or tap here to enter text. | |
| Please specify the length of the exhibition (minimum 1 week). | | | | | Click or tap here to enter text. | |
| Please specify whether you are submitting a booking form for a solo, group, open, curated/concept show, or other if you believe your proposal fits into none of these categories. | | | | | Click or tap here to enter text. | |
| If you are submitting a booking form for a group show, please specify the *total* number of artists taking part. *This number should not exceed 7 artists of which 4 can be wall display and 3 can be 3D display.* | | | | | Click or tap here to enter text. | |
| The Exhibition | | | | | | |
| Exhibition Proposal – *In as much detail as possible, please outline your exhibition proposal. This information can be supplied in a separate document. We advise you to provide between 250 and 500 words.*  If you are applying for a solo show you might want to include:   * The nature of the exhibition (e.g. retrospective) * The commerciality of the exhibition * The themes of the exhibition and work * The purpose and aims of the exhibition   If you are applying for a group show you might want to include:   * The connection between the artists and work * Whether you exhibit together regularly * Details of theme or aims of the exhibition (e.g. is the exhibition a response to a particular subject)   If you are applying for an open show you might want to include:   * Whether the exhibition is for a particular group or society * Who you intend to open the call to * Whether your show will support young artists   If you are applying for a curated show you will want to provide as much detail as possible to offer an understanding of the concept for your proposal. | | | | | | |
| Click or tap here to enter text. | | | | | | |
| Work Description - *Please give a broad description of the style, media, and content of t*he *work which will form a part of the exhibition. Please also provide photographs of any work via email to* [juliebrandon@artizangallery.co.uk](mailto:juliebrandon@artizangallery.co.uk) where relevant to do so. Unfortunately, we cannot accept images delivered on optical media such as CDs or DVDs.  If you are applying for a solo show you should send images of the work, or works representative of the work you intend to exhibit.  If you are applying for a group show you should provide work representative of each of the exhibitors styles with files labelled with the exhibitors full name, and give a description of the exhibition as a whole.  If you are applying for an open show you might want to provide images representative of the group or society you are representing, or alternatively offer information on the themes, styles and media you would accept as part of the exhibition.  If you are applying for a curated show you may leave this section blank or provide additional relevant information and images at your discretion. | | | | | | |
| Click or tap here to enter text. | | | | | | |
| Past Exhibitions – For press and publicity purposes, it is helpful to have a list of previous exhibitions, work in public collections, and/or prizes you may have won. Membership of any professional bodies is also great to know about. Please list these below, with the most recent first. If you run out of space, please add a separate document maintaining the below format.  *If you are applying for a group show you should list previous group activity here and provide individual artist lists as separate documents.*  If you are applying for an open show you may want to provide details of past shows if this is part of a series or if the organisers have previously curated similar shows.  *If you are applying for a curated show you may want to list your previous experience as a curator or exhibitor.* | | | | | | |
| Exhibition Date(s) | **Exhibition Name** | | | Exhibition Location | | |
| Click or tap here to enter text. | Click or tap here to enter text. | | | Click or tap here to enter text. | | |
| *If you are submitting a booking form for a solo exhibition, you may now skip to the Terms and Conditions at the end of this document and leave the rest of the form blank.* | | | | | | |

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| Group Show | | | |
| *Only fill in this section if you are submitting an application for a group exhibition.* | | | |
| Please specify the number of 2D (wall display) artists taking part. *Maximum of 4.* | | | Click or tap here to enter text. |
| Please specify the number of 3D (sculptural, table, floor display) artists taking part. *Maximum of 3.* | | | Click or tap here to enter text. |
| Group Members | | | |
| *Please fill in the below information for each participating artist. Detailed information will be sought where necessary.* | | | |
| Group Member | **Artist Name** | **Website Link/Or attached example image** | |
| *2D Artist 1* | Click or tap here to enter text. | Click or tap here to enter text. | |
| *2D Artist 2* | Click or tap here to enter text. | Click or tap here to enter text. | |
| *2D Artist 3* | Click or tap here to enter text. | Click or tap here to enter text. | |
| *2D Artist 4* | Click or tap here to enter text. | Click or tap here to enter text. | |
| *3D Artist 1* | Click or tap here to enter text. | Click or tap here to enter text. | |
| *3D Artist 2* | Click or tap here to enter text. | Click or tap here to enter text. | |
| *3D Artist 3* | Click or tap here to enter text. | Click or tap here to enter text. | |
| *You may now skip to the Terms and Conditions at the end of this document and leave the rest of the form blank.* | | | |

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| Open Show | |
| *Only fill in this section if you are submitting an application for an open exhibition. Please note, all participants in an open exhibition must fill in an Artizan Open Exhibition form and agree to our standard Terms and Conditions.* | |
| Please specify roughly how many artists you hope to include in this exhibition. | Click or tap here to enter text. |
| Please specify the number of pieces artists will be able to submit as part of this exhibition. *Recommended maximum of 3.* | Click or tap here to enter text. |
| Please specify the fee you will charge artists to submit pieces to this exhibition. *If you intend to have variable fees please provide full details in the next section.* | Click or tap here to enter text. |
| The Exhibition | |
| About Your Open - Please outline any relevant details about you’re open exhibition not already provided such as selection criteria and restrictions, additional funding or associated activity etc. Please be as detailed as possible. | |
| Click or tap here to enter text. | |

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| Curated Shows and Concept Proposals |
| *Only fill in this section if you are submitting an application for a Curated Show.* |
| The Exhibition |
| About Your Proposal - Please outline any relevant details about you’re curated exhibition not already provided. As this is a broad category, we encourage you to be as detailed as possible in outlining the concept, logistics and delivery of your proposal. |
| Click or tap here to enter text. |

**Terms and Conditions for Exhibiting at Artizan Gallery**

**PLEASE READ CAREFULLY**

The following terms and conditions will apply if your proposal is successfully accepted for exhibition at Artizan Gallery. Your application is not confirmed until it has been accepted by the Artizan Gallery Selection Panel and your deposit has been received. Terms are subject to change and you should always refer to the most recent updated version you have received from Artizan Gallery. All individuals who exhibit with Artizan Gallery in a stewarded exhibition agree to the following terms. Amendments to these terms must be agreed in writing in advance of the exhibition and delivered along with the signed terms and conditions. Signing this document confirms that you agree with and accept the terms and conditions set out here.

Artizan Gallery will remain the sole representative for exhibited work for the period covering four weeks before the exhibition start date to four weeks after the exhibition closing date; any enquiries about exhibited work from outside the exhibition during this time must be directed to Artizan Gallery, and any external sales during this period should be brought to our attention for appropriate commission to be negotiated. A “Works for Exhibition” form must be submitted no later than one month before the start date of the exhibition. Any work that has been submitted on the “Works for Exhibition” form may not be withdrawn from the exhibition without the prior approval of Artizan Gallery; buyers should be made aware that any work purchased may be required for the duration of the exhibition, if removal would have a detrimental effect on the curation of the exhibition. Work may not be taken out of Artizan Gallery without prior approval for the duration of the exhibition, and any sales of work for four weeks before and after the exhibition may not be advertised at a lower price than the exhibition prices (you may privately negotiate lower prices with buyers, but prices advertised on your website and in other exhibitions must not be lower). If work is found to be advertised at a lower price during this period, the artist will be required to update the price accordingly with 48 hours’ notice or Artizan Gallery will seek payment of 30% of the difference in marked price regardless of sale of the work. Price parity is essential to building confidence in Torbay’s art market and failure to meet these guidelines will undermine the success of your exhibition as well as the wider work carried out by Artizan Gallery.

“The Exhibition” means the exhibition you have booked at Artizan Gallery and dates from the hanging of work in the gallery until the closing date agreed with Artizan Gallery. The “Hang Date” is the date before the official start date of the exhibition.

Artizan Gallery opening hours: Monday – Friday 12:00-18:00 and Saturday 09:00-17:00. Please note, gallery hours are subject to variation dependent on our ongoing review of peak hours. You will be notified of any changes to hours no later than one month prior to your exhibition. Opening hours will not drop below 35 hours per week per 7 day booking.

**Exhibited Work**

*Details*Individuals exhibiting with Artizan Gallery must fill in and return the “Works for Exhibition” form to the gallery no later than four weeks before the commencement of the exhibition. High quality images of all the work to be exhibited must also be submitted to Artizan Gallery, either via email or on a USB stick, within the same time frame. This is so that promotional materials can be prepared, posted, and printed in good time. Images must be provided with a minimum resolution of 300dpi. Artizan Gallery can arrange photography of work if required for an additional fee.

The lead artist will also be required to submit an exhibition statement (minimum 250 words, maximum 500 words in an editable word document) and exhibition image no later than December 10th, 2018 for inclusion in forward promotion. The exhibition image cannot be a poster and must include artwork representative of the exhibition. Where the provided exhibition image is not satisfactory images provided from your booking submission will be substituted.

*Presentation*

All works must meet our requirements for display and hanging (see Hanging section) and should not exceed the dimensions in the call inclusive of any framing where specified. Presentation of works must be to a high standard with all 2D works presented in, well-fitted, clean frames. Half-width canvases must be presented in box frames. All browser work must be wrapped and mounted.

*Packaging*All work for exhibition at Artizan Gallery must be safely packaged to avoid damage and if you would like your work returned in its original packaging after the exhibition you should label the exterior of the packaging with your name and the title of the work and use non-damaging tape. If the original packaging cannot be used, artists should bring sufficient packaging to safely package their work at the end of the exhibition. Otherwise, Artizan Gallery will charge for any packaging that we are obliged to provide. In the case of works to be returned by courier, where the original packaging is not suitable for reuse, for insurance purposes Artizan Gallery will outsource packaging to a professional third party. Artizan Gallery does not accept any liability for damage to work that has not been delivered safely packaged.

*Delivery*Works for exhibition must be delivered to the gallery on or before the agreed hang date, at a time and date agreed with Artizan Gallery. If for whatever reason there is a change in circumstances, Artizan Gallery requires 24 hours’ notice. Any changes to the exhibition content must be agreed in advance, in writing. Work should be delivered during opening hours, where possible, and the time and date of delivery must be agreed in advance. Artizan Gallery cannot guarantee to hang works that have not been delivered by the hang date for the exhibition.

*Removal*Work may only be removed from Artizan Gallery after closing time on the final date of the exhibition. Removal of works from Artizan Gallery for exhibition at other locations is not permitted throughout the duration of the exhibition. Removal of works from Artizan Gallery for any reason other than a sale of work is not permitted throughout the duration of the exhibition unless prior agreement is sought.

*Collection*Work should be collected after Artizan Gallery’s official closing time on the last day of the exhibition, and not before. The time and date of collection must be agreed in advance and must be within 24 hours of the last day of the exhibition. If for whatever reason there is a change in circumstances and work cannot be collected on time, Artizan Gallery requires 24 hours’ notice.

If work will be delivered or collected by courier, please ensure that you notify Artizan Gallery of these delivery arrangements and provide the courier with the gallery telephone number. Work should be delivered and collected during standard opening times, and collection times and dates should be confirmed with the gallery. Artizan Gallery can arrange for work to be packaged and couriered at your expense by our delivery partners.

*Storage*As there is very limited storage space at Artizan Gallery, any items not collected by the deadline – and where no arrangement for delay has been agreed beforehand – will incur a storage charge of £5 per item per day.

*Replacements*

Sold works may be replaced with pieces of similar style and dimensions at the discretion of Artizan Gallery.

**Promotion**

Artizan Gallery produces promotional materials for use online, on social media, in our email newsletter, and in print publications. Artists exhibiting at Artizan Gallery are expected to participate in actively promoting their exhibition alongside our promotional activities. Artizan Gallery will send out press releases to news media outlets, however we have found that news outlets are more likely to take up press releases for exhibitions if these are submitted by the artists themselves rather than the gallery. Artizan Gallery can provide you with a “Press Release Pack” explaining how to write, format, and send out a press release for your exhibition.

Artizan Gallery retains the rights to any and all promotional materials produced for the exhibition, and will retain creative control of the layout, content, and design of all promotional materials. A draft copy of any promotional material describing you or your work will be sent to you (with the publishing deadline clearly visible) for proofreading and fact-checking purposes only, and any inaccuracies must be reported to Artizan Gallery before the publishing deadline. Artizan Gallery does not accept responsibility for any inaccuracies that are not reported before the publishing deadline.

In addition to promoting your exhibition, Artizan Gallery will promote other events we hold at the gallery on our website, social media, and in print and online publications during the period of your exhibition.

*Online Shop*

Artizan Gallery maintains contact with long-distance clients via email newsletters and our online shop. Works exhibited at Artizan Gallery will be marketed to interested collectors via email and also put up for sale in the online shop at the same price as in the gallery. If you do not wish to have your work in the online shop, this must be stated in writing when you submit a signed copy of this document.

*Artizan Social Media Accounts*  
Artizan Gallery expects artists exhibiting at the gallery to tag our social media accounts in any promotional posts for the exhibition, and to share any promotional posts produced by the gallery for the exhibition. Please make sure you have liked or followed any of the appropriate accounts prior to the start of your exhibition. Our social media account details are:

Facebook: /artizangallery

Twitter: @ArtizanGallery

Instagram: @ArtizanGallery

Google+: +ArtizangalleryUk

Pinterest: /artizantorquay  
  
*Website*

We have two websites, Artizan Gallery (artizangallery.co.uk) and now our new sister site Arthub (art-hub.co.uk). All exhibition content will be hosted on a dedicated page on the Arthub site for the lifetime of the site and this will be the main point of contact for information. We carry out extensive written, photographic and film documentation of all our exhibitions all of which will be found here.

*Sponsors*

Exhibition partners and sponsors often support the work we do, and their details will be promoted throughout the exhibition. We are very grateful to the businesses who recognise the value of local arts and culture through this support and would encourage all participating artists to help us demonstrate this gratitude in any of their associated social media and promotional efforts.

*Competition*

Artizan Gallery runs a monthly art draw competition, where a winner is chosen from among our newsletter mailing list and “likes” and “shares” of our competition post on social media. We encourage artists to donate a piece for the art draw, as this increases interest in the current exhibition and the artist exhibiting. The work can be of any size or format, as long as it is relevant to the works in the exhibition.

**Hanging**

Artizan Gallery will hang and curate your exhibition for you in the space you have booked. Based on the quantity and style of the exhibition display Artizan will determine a preferred way to display prices for work, for example either providing a printed list of works or having each work individually priced. If you have a particular preference for how pricing is displayed, please discuss this with Artizan Gallery before the hang date.

If you have a preferred order for your works to be displayed, please discuss this with Artizan Gallery in advance. We cannot guarantee to accommodate highly specific requests for the curation of the exhibition, and will expect you to assist with the hang, on the agreed hang date, if you want detailed involvement in the curation of the exhibition.

Artizan Gallery uses the STAS cliprail hanging system for wall displays. All work for exhibition should be delivered ready for display on our hanging system. The best form of attachment to the STAS cliprail hanging system is D-rings on the back of the work. If your work cannot have D-rings attached, you must inform Artizan Gallery of this and make suitable arrangements for an alternative method of display. Any work delivered without D-rings in the absence of separate arrangements will have D-rings attached at a charge of £5 per work or may be displayed on an easel instead.

Artizan Gallery has a number of three-dimensional and sculptural works which can be displayed alongside your work to enhance the exhibition space. These are usually displayed on plinths in the gallery space and are priced and labelled to distinguish them from your work.

Any changes to the curation and display of the exhibition at Artizan Gallery must be agreed with the gallery and may not be made after the end of the first week of the exhibition.

**Events**

Artizan Gallery will organise and staff one event for your exhibition: an official Artist Preview opening night, to be held on the first night of the exhibition. Whilst this event will be promoted by Artizan Gallery to its mailing list and networks, it is primarily intended for you to welcome your guest list to the exhibition. Artizan Gallery makes personal invites to its collectors throughout the year based on their preferences and tastes.

Opening nights are an important part of exhibitions at Artizan Gallery. They provide an opportunity for artists to meet with collectors and prospective buyers, discuss their work, and give the public a real insight into the works exhibited. By exhibiting at Artizan Gallery you agree to attend this evening event. Guests and collectors respond well to hearing from the artist(s) exhibiting. If you are comfortable with doing so, we encourage you to give a short talk as part of the evening.

Artizan Gallery will consult with you on the format of the opening night and, as a fully licensed venue, we are able to provide alcoholic drinks and food for the events. The cost of this will vary and is separate to the booking fee for the exhibition. Any agreements about catering for the VIP launch night, including payment agreements, are to be made at least four weeks in advance and in writing. Alternately you can choose to provide your own drinks and refreshments for this event

**Photography and Recorded Content**

*Photography*

Artizan Gallery aims to take high quality photographs of all works exhibited, to be used in promotional materials for the exhibition. If you do not wish to have your work photographed, either by Artizan Gallery or by visitors to the gallery, you must specify this in writing when submitting a signed copy of this document. In addition to this, you must provide Artizan Gallery with your own high-quality images of your work (as specified above). Artizan Gallery will not release the right to photograph work if sufficient alternative content is not provided for promotional purposes.

Artizan Gallery may use these images to promote your work or the work of the gallery after the exhibition is over.

All images of your work photographed by Artizan Gallery remain the property of Artizan Gallery. If you wish to use these images for the promotion of your work outside of this exhibition we require that you ask us first. We are also able to produce high resolution images for reproduction prints upon request.

*Film and Video*

Artizan Gallery produces film and video content in relation to their work and exhibitions. As part of this you may be invited to interview in relation to your involvement in the exhibition or your work may appear in footage captured at the exhibition. We may also use imagery you provide to us as part of this video content where it its relevant to the promotion of your work or the exhibition your work is a part of. There is no obligation to directly appear in video content you do not wish to, but your work may still be shown.

*360 Scan*

We regularly have our exhibitions professionally scanned for online virtual reality tours. Where this is done artists will be offered the chance to purchase the licence to use this scan on their own website for a small fee.

**Payment**

*Paying for Your Exhibition*

Once selected, a deposit must be paid to secure and confirm your booking. Failure to pay the deposit means that the booking is not final or confirmed.

Our preferred method of payment is by direct bank transfer (BACS), but we will also accept cheques or cash.

For BACS payments, please use your initials and the month and year of your exhibition as the reference (e.g. JB May 2017)

*Artizan Gallery Payment Details*

Bank: Lloyds Bank

Account Name: Artizan

Sort Code: 772918

Account Number: 38546760

*Cancellation*

Exhibition deposits are non-refundable. If your exhibition period is successfully rebooked, Artizan Gallery may grant refunds, less costs, at their discretion.

*Payment for Work Sold*

Artizan Gallery will notify you of any sale of your work as and when sales occur; we will settle all payment for works sold after the end of the exhibition. Payment will be made by direct bank transfer (BACS) to the bank account detailed on the booking form, and will be made a maximum of 30 days after the end of the exhibition (to allow Artizan to receive payment from buyers).

**Insurance**

Artizan Gallery is fully covered by insurance. However, we strongly recommend that all artists have their own insurance when exhibiting. We recommend Hencilla’s Artist Insurance Policy, which can be found online at <http://www.hencilla.co.uk/unions/a-n/air/aip>

**Contact Details**

Please ensure you provide up to date contact details when submitting your application including at least one phone number, email address and postal address.

***Artizan Gallery***

***Julie Brandon***

Email: juliebrandon@artizangallery.co.uk

Phone: 01803 428626

Mobile: 07522 509642

***Jacob Brandon***

Email: jacobbrandon@artizangallery.co.uk

Mobile 2: 07762 9211571

Artizan Gallery

7 Lucius Street

Torquay

TQ2 5UW

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By signing below, you agree to abide by the terms and conditions above and to pay a deposit of one week’s booking fee. We recommend that you keep a copy of your completed form for your records.

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(Signature) (Print Name) (Date)