

Gallery Fore
107 Fore Street
Edmonton N18 2XF



Platform Gallery
Palmer's Green Station
Platform 1, N13

The ArtsZone
54-56 Market Square
Edmonton. N9 0TZ

EAP GALLERIES POLICY AND APPLICATION FORM

Exhibition policy

Gallery Fore, the ArtsZone and Platform Gallery belong to the Enfield Arts Partnership, who aims to present and encourage an interest in the visual arts by providing access to original works and widening artistic experience?

1.0) Fees and conditions for exhibitors

1.1) Fees

Exhibition fees and charges for the hire of the gallery include access to the Gallery.

Gallery hire fees (minimum of 2 weeks)

- **£100** - individual artist
- **£200** local emerging artists group show / local community organisation group show/ schools, colleges
- **£300** - commercial organisations

**fee includes gallery hire for 12 day plus 1 days installation + 1 day dismantle*

- Full payment must be paid 4 weeks in advance.
- The commission charge for every piece of work sold, which is payable to Enfield Arts Partnership (EAP):
 - a) 20% commission on any item over £500
 - b) 30% commission on any item over £100
 - c) 20% commission on any item under £99

1.2) Conditions for exhibitors

- a) EAP exhibitions will be given a minimum of two weeks. Longer exhibitions are negotiable and will be determined in respect of the number of applications submitted. This will apply to all EAP Galleries.
- b) For safety reasons, all EAP members of Staff are instructed not to take cash of more than £50 at a time while within the premises of any of our Galleries. (It is advisable to take cheque payments)
- c) All Exhibitors are to invoice EAP.
- d) All exhibitors must note that EAP will only accept cash or cheques payments.

- e) All sales in cash or cheque form will be given back to the Exhibitor less EAP's commission.
- f) All exhibitors are to be informed that following conditions (1.2) above, all unsold pieces of art or work must be collected on the last day of their exhibition. As EAP has no onsite storage facility, all exhibitors are advised to collect their pieces promptly. (EAP will hold work left after the expiry date of an exhibition only up to and including 2 weeks after which period, EAP will consider it [the painting] abandoned thereafter and will not accept any responsibilities for the loss, damage or subsequent disappearance or storage.
- g) New exhibitors must be informed that new pieces of work will be put up by the respective Exhibitor on a Saturday, Sunday or Monday (with agreement from the Gallery Coordinator).
- h) Glass clip frames must not exceed 30 x 50 cm as part of our Health & Safety policy.
Maximum size of any piece/canvas is 4ft x 4ft.
- i) All Exhibitors must be aware that none of the EAP's Gallery will accept unframed work. All EAP Galleries will however accept pieces of art on canvas stretched over a frame. But for unframed pieces of art EAP management may consider alternative arrangements prior to its display in any of our Galleries.
- j) No work will be displayed on the floor unless pre-arranged with the EAP's gallery member of staff.

1.3) Acceptance

An exhibitor will receive an offer of an exhibition by letter, or email with dates offered by EAP. The exhibitor must confirm their acceptance of the offer in writing and payment in full within **2 weeks** of the dated offer.

1.4) Delivery and collection of work

Exhibitors are responsible for all costs associated with transporting work to and from the Gallery. All delivery dates must be agreed by gallery staff. Transit insurance is also the responsibility of the exhibitor.

1.5) Installation and maintenance of the exhibition

- Exhibitors are allocated one day to install an exhibition and one day to dismantle.
- Installation and dismantling will generally take place on Saturdays & Sundays or Mondays.
- Any special requirements for the installation process must be detailed in the application form.
- All Occupational Health and Safety standards must be observed during the installation and exhibition process. If you are unsure what these standards are, please consult centre staff.
- Exhibitors are expected to take responsibility for all sales and enquiries, unless pre-arranged with gallery staff.
- EAP coordinators staff will otherwise ensure your exhibition is kept clean, straightened and well presented throughout its duration.
- Exhibitors should discuss any special maintenance requirements of their show with EAP staff.

Please note that the Gallery space is often booked out 3 months in advance. Please allow plenty of time to book in your exhibition.

2.0) Times

2.1) Times of operations

- Gallery Fore opening hours is 10am – 4pm Mon - Fri with exception of weekends unless otherwise arranged.
- Thursday evenings -Gallery Fore will be available for private functions and hire at £10 per hour but all bookings must be made two weeks in advance.
- Platform Gallery, exhibitors will open and close the gallery. They will be provided a key for the duration of the exhibition.
- Private functions must be arranged with the train staff.

2.2) Cancellations

While EAP is quite aware of inevitabilities, all exhibitors are to be well informed that cancellations without any satisfactory explanations within **two weeks** may result in **50%** of there exhibition fee being retained by EAP management.

3.0) Human resources -staffing

- Exhibitions will be staffed during the set period by volunteers at Gallery Fore (On days that cannot be covered the Gallery will be closed, unless you can arrange your own cover); artists are welcome to help vigilate the exhibition.
- The manning of Platform Gallery while an artist's exhibition is in progress will remain the sole responsibility of the Exhibitor concerned.

4.0) Liability

- **Please note that all work exhibited in the gallery is held at the risk of the Artist/s and you should arrange your own insurance. Whilst your work will be, of course, treated with care, no liability whatsoever can be accepted for any loss or damages.**
- It is advised that artists get separate insurance for their work.
- Respective artists must also be informed that EAP reserves the rights to take down any piece(s) of work deemed inappropriate at any time without prior notice to the respective artist(s).
- All Exhibitors will be completely and also responsible for the packaging of their respective piece(s).
- Works which discriminate against age, sex, race or gender will not be accepted. Any works displayed are down to the discretion of the Coordinator.

5.0) Hanging system

- EAP use a railing system with wiring.
- Alternative hanging methods will need to be discussed with EAP staff.
- The use of gallery's plinths and hanging system is included in the gallery hire fee.
- Centre staff will take the responsibility for erecting panels, if they are required.
- Exhibitors are required to help with hanging & dismantling.

6.0) Exhibition equipment

- Gallery tools and equipment are not available for use by exhibitors without the permission of EAP staff.
- Exhibitors should ensure their own equipment and tools are clearly labelled.
- Exhibitors are responsible for the care of their equipment. EAP will not accept responsibility for loss or damage of exhibitor's equipment.

- Exhibitors are responsible for costs associated with making good a significantly altered space - i.e. repainting, patching walls, cleaning floors, removing/replacing exhibition furniture.
- Repairs must be carried out to the satisfaction of EAP staff and before the end of the hire period as stipulated by the agreement.

7.0) Labels and catalogues

- The exhibitor will provide a list of works including size and medium (with prices if applicable) and an introduction to the exhibition and/or artist's statement for the exhibition.
- The exhibitor should provide special numbered stickers that will correspond to the works listed in the catalogue. These stickers should be the only identification labels to be stuck directly onto the gallery walls.
- If the exhibitor wishes to support and document their exhibition through a published catalogue, the costs and organisation of catalogue production are entirely their responsibility.

8.0) Storage

EAP is unable to provide any storage facilities. Packaging cannot be left at the Centre. The exhibitor/s must dismantle the exhibition and remove all works within a day of the exhibition closing. Failure to do so will incur charges to cover staff costs for dismantling the exhibition.

9.0) Advertisement and Promotion

EAP will be advertising the event. Exhibitors are welcome to advertise themselves independently. Artists must provide their own poster design; EAP can design in-house at a cost of £20 per design.

- Advertisement will be done through local papers, EAP newsletters, mailing list and through creative partners and community groups.
- Posters and leaflets are limited to 50 copies of A5 and 15 copies of A4, after which artists must supply their own posters/leaflets. EAP will charge 5p per additional copy.
- You will be entered into our Schools newsletter if the dates fall within our mailing times
- You will go on EAP's events calendar on their website.
- An exhibition programme will go out quarterly with EAP mailings.

Exhibitors must ensure all printed material associated with the exhibition must display the EAP logo, including programs, invites, flyers, advertising material, posters, etc.. A copy of any promotional material **must** be provided for approval at least *4 weeks* before the exhibition date to ensure that it complies with the Gallery's guidelines. Changes to the material may be requested.

Conversely, should EAP have the opportunity to promote an exhibition, staff will ensure exhibitors and their sponsors are clearly acknowledged in any publicity material produced by the Centre.

To facilitate this, the exhibitor may need to supply any of the following to the Centre Coordinator:

- biography and artist's statement
- photographs of work exhibited - can be black and white or colour prints (no slides) with high contrast for local media.
- contact name and phone number

10.0) Invitations

- If exhibitors wish to promote their exhibition through invitations to an opening function, the costs and organisation of invitations are entirely their responsibility.
- Postage of invitations is the exhibitor's responsibility.
- EAP will need two copies of invitations, poster, catalogue etc for archival purposes.

11.0) RSVP to openings

It is recommended that all invitations contain RSVP details to help plan for catering for opening night. Exhibitors are responsible for RSVPs for exhibition openings and must provide a complete guest list to the Coordinator.

General

- Artists are strongly advised to use either **low tact masking** tape or **pencil** for marking on the walls. The use of **ink pen** or indeed any thing that leaves a permanent mark on the wall is not permitted at all.

I/we have read the EAP exhibition policy information and understand and accept the conditions of exhibiting at EAP Creative Arts Centre.

Client Signature.....Date.....

Coordinator Signature.....Date.....