

## A SPOT ON THE WALL 19th January - 20th February 2019

### TERMS AND CONDITIONS

The following Terms and Conditions may seem lengthy but it's important you know the facts in advance, so please read these carefully.

Remember, you can be an amateur, emerging artist or experienced artist to exhibit in A Spot on the Wall, we don't mind.

You can exhibit any media you like as long as it will hang on a wall (or fit in our cabinets) and doesn't measure more than the dimensions stated below.

**All work exhibited will be for sale.** Artists are responsible for pricing their work.

#### Fees and Charges

The following rates are for the **full duration** of the exhibition, and include VAT.

75cm x 75cm Platform	£60	50 spots available
75cm x 75cm Mezzanine Space	£80	50 spots available
Cabinet (see website for dimensions)	£85	6 available

Four cabinets will be placed on the mezzanine, two on the ground floor. Our art sales records show there is no selling advantage to being either upstairs or downstairs.

We charge you a commission of 10% on your sales to cover our administration costs and packaging materials.

#### Payment

Payment must be made along with the submission of your application form. We accept payment by cheque, cash or by debit/credit card.

No payment. No Spot!

Applications must be received by **5pm on 5th December 2018**

#### Refunds

No refunds will be made for spots cancelled within 14 days of the exhibition start date.

#### Pre-show delivery

Artwork for the exhibition must be delivered to The Station team on **Saturday 12th, Sunday 13th or Monday 14th January** between **10am and 2pm**. Work that arrives after this time will not be accepted and no refund for booked space will be made.

#### Exhibition preview event

A preview evening for all artists and their guests will be held on **Friday 18th January** from **6.00 to 8.00pm**. Invitations for the event will be sent out prior to the event

## Managing your Spot

A maximum of two spots per artist may be booked.

Artists may only display one piece of work within their spot.

Artists will be notified as soon as their work is sold so that you can arrange to bring a replacement to fill your empty spot. Replacements can be brought on any day between 10am and 4pm. They must be signed in by a member of the team. The team will then hang the work.

Artists living more than 25 miles from The Station may provide an additional work to be left with The Station team to hang in the event of a sale. This will help minimise the number of empty spots resulting from sales.

Artists who live within 25 miles of The Station will be able to leave additional work only in exceptional circumstances, and by prior arrangement.

If your work does not sell, and you want to replace it, you may exchange it **ONLY** on the following dates:

**Saturday 2nd February 9:00 - 12:00**  
**Sunday 3rd February 9:00 - 12:00**

Artists are not permitted to exchange work outside these times. All exchanges and replacements must be logged via a member of The Station team. No work is to be hung by an artist.

## Picture Requirements

Photography is welcome in Spot on the Wall, as are textiles and 3D hangings

Pictures **must be fitted with D-rings to make hanging easy**. Your picture does not have to be framed, but canvases must be fitted with D-rings.

Pictures must not measure more than 75cm x 75cm.

Whilst we are all about artistic expression and freedom, we ask you to remain mindful that The Station Gallery is a family friendly venue and therefore request that your artwork not contain inappropriate or disturbing images.

We will produce labels for your work.

The curatorial team reserve the right to decline images they feel are inappropriate.

## Cabinet requirements

Cabinets are booked as a whole cabinet per artist. The items to be placed in a cabinet will be of a 3D nature and not contain 'paintings' that could be hung on a wall. We believe less is more when it comes to display, so may not put all your items out at once. We will use extras as replacements after sales. No more than 15 pieces of work should be delivered on the first date other than by prior arrangement

## Picture/Work Placement

The placing of your art will be entirely at the discretion of The Station team.

### **Commission and Payment for Sales**

In addition to your entry fee, a commission of 10% (including VAT) will be charged for each sale that you make during the exhibition. This commission will be taken off the total cost of your sale.

Payment for your sales will be made by **14th March 2019**, in one transaction at the end of the exhibition, via BACS directly into your bank account – the safest and quickest way for you to receive payments.

Please provide your bank details on the application form. We do not retain this information following the conclusion of the event.

If you do not want to be paid by BACS, you will be paid by cheque for all of your sales together on, or shortly after, **14th March 2019**.

### **Insurance and Damages**

The Station does hold public liability insurance. However, we recommend that you consider taking out your own insurance appropriate to the value of your work.

The Station staff and volunteers accept no liability for loss, damage or theft occurring to any work during this exhibition. The team are all experienced in handling art and every effort is made to ensure that your work is handled with care and due attention.

### **Collection of Unsold Work**

You will be able to collect your work on **Friday 22nd and Saturday 23rd January** between **9am and 1pm**. Please bring ID with you when you collect.

Any pictures NOT collected by **1pm on Saturday 23rd January** will be disposed of appropriately, at the discretion of The Station team.

### **Images, Marketing and Promotion**

An online programme will be created for the exhibition. Printed copies will be available throughout the exhibition.

To enable the creation of the Spot on the Wall 2018 catalogue, and other promotional items, please email [comms@thestation.co.uk](mailto:comms@thestation.co.uk) with the following by **Wednesday 12th December at 5pm**.

- Your name
- A maximum of 3 images of your work, which are either representative of your style, or are images of the work you plan to exhibit in your spot. The programme will not be updated as work is sold or exchanged.
- Images should be in jpeg format and no more than 1mb in size
- Please name them in the following way: SPOT18\_ *your first name* \_ *your surname*
- A brief biography – no more than 5 sentences
- Your website address if you have one, or contact details ONLY if you are happy for them to be in the public domain

Any information received after 12th December will **not** be included in promotional material.

By submitting artwork into the exhibition you hereby give us the right to use images of your submitted work in promotional and marketing materials and our website and social media sites as well as any other website we feel is appropriate.

Individual marketing materials will not be accepted from exhibiting artists.

**For further information about Spot on the Wall Terms and Conditions, please contact Thea Treweek  
spot@thestation.co.uk or 01748 828259**