



Summer Spot 25 - Booking Terms

Artwork

- Anyone is welcome to exhibit at Summer Spot – whether an amateur, emerging, or experienced artist.
- Artwork of any medium can be exhibited but must fitted with 'D' rings to be suitable for hanging on walls, or a cabinet must be hired for non-hanging art.
- Hanging pieces must not exceed 75 x 75cm (some leeway may be given, if agreed by advance consultation with the Gallery Manager).
- Only one spot per artist may be hired. One replacement piece per spot may be stored at The Station; others can be brought in when required.
- One cabinet per artist can be hired – strictly limited availability. Artists hiring cabinets must set up their cabinets themselves between **9am - 12pm on Thursday 3rd July 2025**. One small box of replacement pieces for a cabinet may be stored at The Station for the duration of the exhibition.

Bookings

- Bookings must be made online before **12noon on WEDNESDAY 4TH JUNE**.
- Summer Spot does not operate an application system; you are booking your place directly. **You will not receive a follow-up email to confirm your place.** You will receive an automated response when you submit the online form. It is strongly advised that, when given the option at submission, you save or print a copy of your form for your own reference.
- Should the artwork details provided on your booking form change prior to exhibiting, a £5 administration fee will be incurred, excluding bookings for cabinets.

Payments

- Once you have submitted your booking form your full balance is due immediately.
- A fee of £50 **for one spot** (only one spot may be hired per artist)
- A fee of £75 **per cabinet** (only one cabinet may be hired per artist)
- All payments are non-refundable.
- Payment must be made via BACS to the following account:

Account Name	Richmondshire Building Preservation Trust
Sort Code	40-38-19
Account Number	2141 2892
Reference	SUMMER SPOT 25

- The Station Shop acts as a selling agent on behalf of the artist and a 10% commission will be charged if your piece is sold.
- The gross income from an artist's exhibition sales will be paid to the artist via bank transfer within 21 days of event end, minus any commission due.
- All prices quoted include VAT at 20%.



- The artist is responsible for any taxes due on their sales (excluding commission retained by The Station).

Artwork delivery

- Artwork for this event must be delivered to the Gallery Manager at The Station between **9am - 12pm on Thursday 3rd July**. Further details will be given closer to the time.
- Artwork delivered outside of this time will not be accepted and no refund will be offered.

Artwork collection

- Artwork from this event must be collected from the Gallery Manager at The Station between **9am - 1pm on Wednesday 30th July 2025**.
- The Station Gallery cannot store any artwork beyond the collection date. Failure to collect within the agreed period may lead to artwork being disposed of, at the Gallery Manager's discretion.

Logistics

- Visitors can purchase artwork through The Station Shop, open 10am – 4pm daily, and will take the purchased piece away with them at the time of purchase – we do not operate a 'red dot' system.
- Should an artist make a sale, they will be informed and asked to provide a replacement. One replacement per spot can be stored by The Station Gallery for the duration of the exhibition. You can bring in as many replacements as you make sales, all included in the one hire fee.
- Title cards for hanging artwork will be provided by the Gallery Manager using the information given in your booking form – please ensure accuracy.
- The Station cannot guarantee the placement of work in certain gallery spaces and will not accept reservations for specific spots. All artwork is positioned at the discretion of the Gallery Manager.

Insurance

- Insurance of all artworks displayed at The Station is the responsibility of the artist.
- It is recommended that all artists hold their own insurance appropriate to the value of the work exhibited.

Discretion

- All bookings are accepted at the discretion of the Gallery Manager.
- As The Station is a public space for visitors of all ages, the Gallery Manager retains the right to refuse exhibition pieces should they be deemed unsuitable for our audience.
- Although all efforts will be made to ensure all exhibition spaces remain in full view, The Station reserves the right to obscure work for short periods of time to allow for events/building maintenance.
- In the event the cabinets are overbooked, the Gallery Manager retains the right to cancel the booking or offer an alternative. Should this be the case the Gallery Manager will contact you soon after the booking. The Station will not be liable for any related costs in the event of a cancellation.



Marketing

- The Station reserves the right to alter text and images provided and utilise for any purposes that may be beyond the scope of these terms.
- Marketing for individual artists is not offered, and individual marketing materials will not be accepted, as this is a shared event for multiple artists.
- We will be producing a browser book for visitors, with information of artists taking part in Summer Spot. If you would like to be included in this, you must provide the Marketing Manager with:
 - A good quality image which is a good example of your work – preferably (but not essential) the actual piece you are exhibiting. We will be formatting all photographs to fit a standard shape, and your image may be cropped in this process.
 - Maximum 150 words text about you as an artist, and your style / inspirations.

Please send to comms@thestation.co.uk **no later than Friday 20th June 2025** – details received after this date may not be included in the browser book. Please entitle your email “Summer Spot 2025”. It is the responsibility of the Artist to provide their marketing details before the stated deadline – late submissions may not be accepted.