

Coquetdale Arts Centre Gallery & Studio

Court Buildings, Front Street, Rothbury. Email coartcentre@aol.co.uk Website www.coquetdalearts.org.uk registered charity 511897

Exhibiting in the Coquetdale Art Gallery - Terms and Conditions 2019

You must be a paid up Member of the **Coquetdale Art Gallery**, to submit artwork and all submissions must be of saleable quality. The quantity of work each member can submit is reviewed annually and the Committee reserves the right to alter the allocation, detailed in **Terms of Submission**, during the year if necessary. Members are usually local, or have a strong local connection and able to collect and deliver their work; also able to change work not sold after 13 weeks. By joining the Coquetdale Art Gallery you agree to abide by all the Terms and Conditions and Terms of Submission.

- Lifting and Submissions.** Members are required to remove their work each year, (usually in January) and to submit new work on rejoining (usually February). Work not removed by the end of January 2020 is deemed to be the property of the Coquetdale Art Gallery.
- Quality of Work.** Coquetdale Art Gallery reserves the right to decline acceptance of any work deemed to be dangerous, offensive, or contravening Copyright law. The Gallery undertakes to exhibit **ALL** works received which comply with the Terms and Conditions and Terms of Submission. Your work must be able to withstand conditions in the Gallery and in a heated domestic house. *Fragile work with a high set price may be refused by the Gallery Manager.*
- Pricing.** Members are required to price work on submission to Coquetdale Art Gallery. Members will be paid 75% of the displayed price for all work sold. Everything the Gallery sells will be priced in whole pounds. **Minimum price for a Craft item or one card, or pack of cards is £2.** Our policy is that Gallery prices, once set, are not negotiable.
- Accidental Damage.** Coquetdale Art Gallery agrees to make good any accidental damage caused by handling by our Volunteer Custodians or Committee Members, to items on display. Should an item be beyond repair, payment will be made as though the item had been sold (75% of price) *Fragile work with a high set price may be refused by the Gallery Manager.*
- Disputes.** By joining the Coquetdale Art Gallery you agree not to bring the Gallery into disrepute. Any Members dispute or grievance must be in written form and discussed by the Committee. Any decision proving unsatisfactory to the Member will be dealt with by the Trustees whose adjudication will be final.
- Payment dates** - Due £100 or more, paid at the end of the month of sale. Due £50 - £99, paid at the end of July. Due less than £50 - paid after the Gallery closes in December. *(Note the above amounts refer to payments due after 25% commission, not the price of your work.)*
- Regular Newsletter** All members are sent a regular newsletter by **email** to the address you provide on your membership form. Members need to read the newsletter to check Collection Days dates, Submission days dates, Gallery opening and closing dates and any changes to allocation necessary throughout the year. Your email address is used for necessary communication by the Gallery to you and is not shared in any way. Your personal information is not stored and is destroyed each year.
- Custodians** All members are entitled and welcome to join our list of Volunteer Custodians and help sell members work. Training is given in dealing with record keeping of members sales and submission and withdrawal of members work. **Members are required to assist Volunteer Custodians with paperwork when submitting and withdrawing work throughout the year as the Custodian role is primarily to sell your work.**

Submission of Artwork - Terms

All work you bring to the Coquetdale Art Gallery will be given a Submission Number which is cross referenced to your name. Then you write down what you have brought on the appropriate sheet, (Framed, Browser, Craft, Cards) with Title, Price, Media and a Submission Number **You must NEVER remove work from the Gallery during the year or at the end of the year unless it is checked off on your submission sheet.** Members should change exhibits after 13 weeks, to keep the exhibition fresh. Our standard of presentation is comparable with a professional gallery.

Framed Art to be Hung. THREE original artworks are allowed provided each has a maximum size of 4 sq.ft. A picture of more than 4 sq.ft. is acceptable but costs **TWO** of your allowance. We do not accept framed reproduction prints (*but you can submit them in a Browser*). On the sale of a framed picture, artists will be contacted by telephone, so that members have the opportunity to replace the work. Paintings must be presented ready for hanging, (see <https://www.coquetdalearts.co.uk/joining>) - Frames free from chips and scratches, mounts if used, should be professionally cut and spotless; no dust or finger marks. Use taut picture cord only, one third from the top. (**We will not accept wire, string, photo frames, central hangers.**) Tape the back with brown self adhesive framing tape. (**We will not accept masking tape or sellotape.**) Label your painting with your name, the title and the medium on the back. Unframed canvases are acceptable but the edges of the canvas must be very well presented.

Unframed Art to be displayed in browsers - FIVE items may be displayed in the browsers at any one time. All browser items must be properly mounted and packed in cellophane (**not cling film. Cellophane is available at the Gallery**) with a back board to keep them rigid. Label the back of the work with your name, title of work, media, eg print, watercolour (*and frame size, for customers.*) Reproduction prints of your own original work are allowed.

Crafts - TEN 3D items of craft are allowed at any one time. Please label all crafts with your name and the medium. Only single items of craft are counted as items for submission with the following exceptions. - obvious pairings such as salt and pepper.- sets of more than two must be small; not larger in size and number than a set of 4 coasters and pre packaged as a set in some way. **Potential problems.** Identical larger objects such as two bowls or six glasses are deemed by us to be individual items of craft and not a set. Craft will usually be original, three dimensional items, intended to be worn, used practically or decoratively. (**Framed Art and unframed canvases will not be accepted as crafts. They can be submitted under the Framed Art allocation.**) If Members wish to submit larger craft items than will fit on a Gallery small table, their allocation will be reduced at the discretion of the Gallery Manager. Crafts will be presented and displayed by the Gallery. If you provide your own stands and packaging, they must be compact, professional and be approved by the Gallery Manager.

Cards - TWENTY cards with envelopes presented either separately or in packs are permitted at any one time. For example, a pack of 4 cards, is four of your allocation. You cannot have 20 packs of 4 cards.

- Each card or pack should be covered in transparent wrap or bag and sealed.
- The minimum price for a card or pack must be £2. All prices must be in whole pounds.

Website Members are entitled to have their profiles and from 6 to 12 examples of their work displayed on the Gallery Website. www.coquetdalearts.co.uk To do this, send a short biography and description of your work to coartcentre@aol.co.uk. Attach up to six cropped and in focus images which must be named as the title of your work. (*If you have not rejoined by June of that year your work will be temporarily be removed from the website.*)

Coquetdale Art Gallery has a Google Business entry and a Trip Advisor page which we manage. We would be grateful if members do NOT post pictures of their own work in these areas, as these are intended for customer reviews. Google will remove images "not of the Gallery" at our request. Gallery visitors are not allowed to take photographs inside the Gallery.

Stairwell and Studio Members are entitled to book the Stairwell Exhibition space for 1 month at a fee of £25. Members are entitled to a discount when booking the studio space.