

Gaf Centre, Bursledon, Southampton, SO31 8BX

Opening Times: Tuesday 10am-12pm and Thursday 10am-3pm

## **Terms & Conditions**

### **Cost**

It will be free to exhibit at the Gaf centre, but the artworks that are for sale will be subjected to 20% commission to be paid to the Gaf Centre. Please see sections below on other possible costs such as private view and publicity.

### **Selection of Artists**

Artists and organisations are encouraged to submit a proposal with images of their work a meeting may then be arranged where the artists will meet with Gaf staff. Here artist's work as well as exhibiting requirements will be discussed. Gaf will then be in contact as to whether the work can be accommodated by Gaf.

### **Exhibition space**

Works can be exhibited in different ways subject to the artist's needs and Gaf. There are options to use just the wall space, the use of wall and floor space with display boards or an option to use tables to exhibit 3D works and to sell smaller items. This is also subject to availability in the Gaf events calendar.

### **Dates and duration:**

Dates will be agreed between the artists and Gaf. Duration of shows vary depending on availability and subject to artists' requirements. Wall space will be predominantly for longer exhibitions whilst the central space will have much shorter exhibitions at approximately 5 days. This will be agreed between the artists and Gaf.

### **Hanging:**

Exhibition hanging will be predominantly done by the artist themselves however members of staff will be onsite to assist. Works must be securely hung and should not damage the panelled walls and other features. Works displayed on panelled walls will be hung by picture hooks only. Nails can be used on display boards.

### **Opening times and invigilation:**

The opening times of the show will be the same as The Gaf Centre. There may be flexibility if the artists would like it open on weekends etc, this would be pre-agreed and arranged between the artists and Gaf. In regards to invigilating the work, there will be a member of staff present during the opening of the shows. The artists are encouraged to attend as much as possible to

encourage purchases and talk to customers. There must always be a volunteer or member of staff present whilst open.

### **Payments of work sold:**

For payments of work sold it will be done via cash or Cheque (payable to the artist). Artists (if present) are to log sold works and will be subject to pay Gaf 20% of the price of sold works during the exhibition. The customer will leave contact information and agree a time to collect work after it has been sold.

### **Private View:**

If the artist wishes there to be a private view this should be pre-arranged in advance between the Gaf Centre and the Artists involved. Charges to the artists will also be agreed at this point. However, on some occasions Gaf may choose to run their own preview event and this will be agreed between artists and Gaf.

### **Publicity:**

The Gaf Centre will provide publicity via social media, the website, limited number of posters. Artist will provide material for this or the Gaf Centre will create it for them from information and images supplied by the artist. If the artist wants extra material this is something that they will provide themselves unless pre-agreed with Gaf. Artists are to absorb these costs.

### **Security and Insurance**

Gaf is responsible for the insurance of the premises and the event. However, the artist will be responsible for the safekeeping and insurance of their consigned work while it is at Gaf.