

# EVESHAM ARTS CENTRE

## Need to Know Information

### ARTWORK REQUIREMENTS

All art work that is to be displayed on walls must be fixed using mirror plates and 3/4" screws (see right for example), to ensure the work is securely attached. Any sculpture or free standing art must be stable and installation requirements to be outlined by exhibitor and approved by EAC.



EAC reserve the right to refuse any works deemed unsuitable or unstable, this includes works of a violent/ sexual/ or discriminatory nature further to any works including nudity. There are no restrictions on the size of artworks provided they can be fixed securely and can be suitably accommodated for. The artist should be able to deliver/ install works into the space without the need of specialist equipment. Please ensure that all works are clearly labelled with your name/ title/ price prior to installation.

The installation/ de-installation of works should be conducted by the artist at their own risk, a representative of EAC shall be present to oversee the artist install/ de-install their works. EAC are not liable for any damage to work during this process. All exhibitors are advised to bring their own securing's/fastenings and tools to install works, as the EAC may not be able to provide these.

### INFORMATION

The EAC will actively promote exhibitions, but it is the artists responsibility to provide information about their work. In order to maximise this opportunity, when submitting your work for exhibition, please include a blurb, titles, photos and any information that you would like to include. EAC reserves the right to edit content provided.

### SALES

EAC does not charge a fee for exhibiting but will collect 10% commission on all sales. Please allow for this commission fee when pricing your works. Prices listed on the schedule of work for exhibition overleaf should include commission.

### PAYMENTS

In the event of a sale it is understood that the EAC will hold all monies on the artist's behalf and will not handover ownership of any work until payment is collected in full from the buyer. The EAC will contact the artist if a sale is made to establish the preferred account details so that payment can be made. Payments will be made by BACS, transfer however if payment by cheque is required EAC reserve the right to recover all costs for processing cheque payments. Please note that payment to an artist will be made at the end of the following calendar month after sale. Note all work sold will remain on display until the end of the exhibition period (unless otherwise discussed with the artist/ exhibitions co-ordinator), after which the buyer will be required to collect. It is the artist's responsibility to ensure the work is collected/ received by the buyer.

### DONATING TO EAC

Any Artist may voluntarily donate additional monies to the EAC charity beyond the commission of 10% by entering an additional percentage figure in the Donation column of the schedule of work. This figure will be added to the commission of 10% in order to calculate the final payment to the Artist. All donations are completely voluntary but would greatly assist the EAC's continued development.

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## LIABILITY

Although we will do everything in our power to ensure that the works are handled with the utmost care whilst on display, EAC shall not be held liable for any loss or damage to work. EAC would strongly suggest that all artists endeavour to fully insure their work prior to exhibiting. The An/ Art organisation provides very reasonable insurance cover inclusive in their annual membership. Note this is only suggested not mandatory.

## PUBLIC LIABILITY

EAC has its own public liability insurance for the premises. However, we would suggest that exhibiting artists take out their own public liability insurance, as our policy does not cover the individual liability of each artist. Again public liability insurance would usually be included in An/ Art's annual membership. Note this is only suggested not mandatory.

## DELIVERY/ COLLECTION

The delivery and collection of artworks to and from the venue is the sole responsibility of the artist and dates/ times for this should be arranged with the exhibitions co-ordinator at EAC at a convenient time for both parties. Ideally this will be arranged at the time of exhibition installation and at least 2 weeks in advance of de-installing works. Unfortunately EAC is unable to store artwork on the artist's behalf and therefore recommends that all exhibitors ensure they are able to collect/deliver works at the times agreed.

## ADMINISTRATION FEE

All artists/groups chosen for exhibition are subject to a £20\* admin charge paid via BAC's or Cheque to Evesham Arts Centre. Receipt of payment confirms your exhibition place, if payment is not received within 2 weeks your place may be offered to another interested artist.

**\*Discounts available for Evesham Arts Association Members and affiliated groups. Please contact [exhibitions@eveshamartscentre.co.uk](mailto:exhibitions@eveshamartscentre.co.uk) for more information**