

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 2023

You must be a paid up Member of the **Coquetdale Art Gallery** to submit artwork and all submissions must be of saleable quality and fit for purpose. 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. By joining the Coquetdale Art Gallery you agree to abide by all the Terms and Conditions and Terms of Submission.

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 and work with a high set price may be refused by the Gallery Manager.*

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 handling artwork.

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 and any decision proving unsatisfactory to the Member will be dealt with by the Trustees whose adjudication will be final.

Lifting and Submissions. Members are required to remove their work each year, (usually in January) and to submit new work on rejoining (usually February). ***Joining and submitting AFTER the submission days is done by emailing for an appointment.*** Replacing one sold painting or dropping off labelled and priced crafts can be done when the gallery is open.

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 prices, once set, are not negotiable.

Payments Members are required to price everything on submission and will be paid 75% of the displayed price for all work sold. Payments will be made by BACS to the members account.

Payment dates will be: Payment due of £100 or more - paid at the end of the month of sale. Payment due between £50 & £99.99 - paid at end of July. Payment due less than £50 – paid after Gallery closes in December. Note that the above amounts refer to the actual payments due less commission, and not the price of your work. Members who have not furnished account details will be paid by cheque in December 2022.

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 and make note of 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

Submission of Artwork - Terms

All work submitted to the Coquetdale Art Gallery will be issued with a submission number cross referenced to your name. This will be added by the gallery AFTER you have filled in the appropriate form for your work. These forms are for Cards, Craft, Framed Paintings, Unframed paintings or prints (Browser). You only fill in the columns requested on the top of the form.

You are entitled to remove your work from the gallery at any time BUT you must ensure it is marked as WITHDRAWN (W) on your submission sheet.

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. Members may be asked to change a picture of more than 4 sq ft to a smaller picture after 13 weeks. We do not accept **framed** reproduction prints (other than original lino cuts, screen prints or mono prints) Paintings must be presented ready for hanging (see www.coquetdalearts.co.uk/membership/framed art). Frames must be 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, sellotape, electrical tape, parcel tape etc**). Label your painting with your name, the title and the medium on the back. Unframed stretched canvas with well presented edges are acceptable. The stretched canvas should be of good quality, wrapped round the frame and stapled at the back, not the sides. On the sale of a framed picture, artists will be contacted by telephone, so that members have the opportunity to replace the work.

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**) and must have a **RIGID** back board to keep them from bending. 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 description. 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 and not larger in size and number than a set of 4 coasters, pre packaged as a set in some way. **Identical larger objects such as two bowls or two 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 stretched canvases will not be accepted as crafts. They can be submitted under the Framed Art allocation**). If Members wish to submit craft items larger 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 examples of their work displayed on the Coquetdale Art Gallery Website www.coquetdalearts.co.uk. Email a short biography to coartcentre@aol.co.uk. Attach up to 3 **images at any one time** cropped, in focus, TITLED. *If you have not rejoined by May of that year your work will be removed from the website.* **Coquetdale Art Gallery** has a Google Business entry and a Trip Advisor page which we manage. We ask members to NOT post pictures of their own work in these areas. Google will remove images "not of the Gallery" at our request. Visitors are not allowed to take photographs inside the gallery.

Stairwell and Studio. Members are entitled to request to book the Stairwell Exhibition space. The studio can be booked at a discount. Studio exhibitions will be organised throughout the year and there may be an additional voluntary donation for a specified reason requested.