

Terms and Conditions Handmade 2019 Gifts Exhibition

We require applicants to:

- [1] be available to install between 6 and 10 pieces for display within an area of the gallery specified by Macrobert Arts Centre at an agreed time on Monday 18 or Tuesday 19 Nov 2019. Unless otherwise agreed you should supply any tools and hanging materials.
- [2] provide a minimum of 10 stock pieces to be held and managed by Macrobert Arts Centre for exhibition replenishment [as pieces sell, we anticipate that they'll be taken away]
- [3] provide a printed itemised stock list in an Excel document at install for all works to be sold by Macrobert Arts Centre. This document should also be emailed prior to install to a member of Macrobert Arts Centre team.
- [4] work with the Macrobert Arts Centre team to ensure that pricing of pieces is managed efficiently and effectively, including a code which is referenced on the stock list. We ask that your code is your initial and a number e.g. JS1. Artwork should be priced to sell, from experience we suggest a ceiling of £100.00

- Macrobert Arts Centre will not accept liability for damage or loss to stock
- Payment for exhibition artwork will be processed by Macrobert Arts Centre Box Office. Macrobert will retain a 25% commission rate on all sales. There will be no charge to exhibit. The Macrobert team will wrap artworks.
- We will not accept stock that is not priced and accompanied with a full stocklist emailed at least 24 hours before dropping off.
- Stock cannot be removed or replenished without prior notice of at least 24 hours mid-week. Stock cannot be left with Box Office staff unless otherwise agreed. Please do not bring in any additional stock without prior consent as we will not accept responsibility for this.
- The space is unsupervised and we do have children using the venue on a regular basis who often explore and play unsupervised in the Arthouse. We ask that you consider the health and safety implications of anything within reach of small children, as well as the possibility of your work being handled by them.
- The Arthouse is a through space used to access the Playhouse and Mainhouse which means any free standing pieces need to be agreed in consultation with the Venue & Projects Manager and Technical & Production Manager.
- Macrobert Arts Centre cannot accept any liability for damage caused to artworks on display.
- Allocation of space and placement of artwork or display stands are at the Macrobert Arts Centre's discretion
- All exhibition stock must be sold through Macrobert Box Office, including work sold on the day of the Craft Fayre.

Terms and Conditions Christmas Craft Fayre

We require applicants to:

- [1] be present to sell stock from tables Sat 23 Nov 12pm-6pm.
- [2] set up from 10.30am at a table specified by Macrobert Arts Centre within the Treehouse, please ensure you are set up by 12pm sharp.
- [3] begin take down at 6pm, not before. Please do not start to put anything away prior to the event finish time

[4] let us know in advance of any additional requirements such as access to power

- Macrobert Arts Centre will not accept liability for damage or loss to stock left unattended on tables.
- There will be a charge of £20 per stall. Please note only items paid for directly to the seller and taken by the customer on the day will be free from commission charges. Items on display in the Gifts Exhibition must be sold through Macrobert Box Office.

Application Information

Macrobert Arts Centre Marketing Team will carry out marketing and promotional activity to support and build the success of the exhibition, including a range of digital communications and inclusion in Christmas @ Macrobert press activity. We will use the information and images you provide and any links to your own websites/social media. Successful artists and makers are encouraged to publicise the exhibition and craft sale in their own networks.

Artwork does not need to have a seasonal or Christmas theme.

How to Apply:

To apply for a place at the exhibition and / or craft fayre please email events@macrobertartscentre.org with a completed application form 'Christmas Gifts Exhibition & Craft Fayre Application' in the subject heading.

The deadline for submissions is 12pm on Mon 23 Sept 2019.

Selection Process

The selection of work will be undertaken by a specialist team at Macrobert Arts Centre. Meeting the criteria will form the basis of the selection process as applicants must be willing to satisfy the requirements and agree to the terms and conditions above. We will also use our collective experience of what sells, suitability for the venue, the mix of forms to be offered and our commitment to local artists and makers to determine the best selection for the exhibition.

We will acknowledge receipt of your application via email.

We aim to be in touch with the outcome of submissions by the week of Mon 7 Oct 2019.

If you require further information or have any questions please contact Victoria Bowles events@macrobertartscentre.org