



## **ArtHouse**(SCA) Exhibition Agreement

Thank-you for booking an exhibition with us at the **ArtHouse** Gallery

We hope the information here will answer any questions you have, but please feel free to ask us any other question that relates to your exhibition thoughts. Our email is arhousesca@gmail.com

Please complete this agreement **once you have read the accompanying information and consulted the ArtHouse team.**

### **General information**

#### **Exhibition requirements:**

In order to hold an exhibition with us we will need to see representative examples of the work in your current practice.

This can be in person with the exhibition team or by email ( as above)

#### **Exhibition dates:**

These must be discussed with the exhibition team, and availability confirmed whether in person at **ArtHouse** or by email - arhousesca@gmail.com.

The **ArtHouse** Gallery is open:  
Tuesday-Friday 10am - 3pm / Saturday 11am - 4pm

#### **Costs:**

The hanging fee for an exhibition at the **ArtHouse** Gallery is: ( please tick)

£50 per week- non Member

£40 per Week - Member,

A non refundable deposit of 50% of total fee is payable when exhibition is booked, Your Exhibition booking cannot be accepted without this payment

The balance to be paid 3 months in advance of exhibition hanging day.  
contd.

There will be a commission charged at point of sale of :

30% of sales value - Non Members / 20% of sales value - SCA Members

### **Before your Exhibition:**

#### **- Gallery visit**

When you have booked your exhibition, the exhibition team will contact you to agree a gallery visit date, to discuss your curation thoughts / requirements, and show you the display system and display accessories that we use. This will take place 3 months before the start of your exhibition

It is your exhibition and we will do all we can to ensure that it is curated as you would wish.

At this visit a curation date will be agreed with you, and the Preview evening date & time.

#### **- Promotion:**

SCA will help to promote your exhibition. We will do this via our:

Socials- Facebook and Instagram / Webpage / Database

To support this process please send the following to us, 3 months in advance of opening date:

- Title
- 5 images that should be at least 300 DPI ( If unsure of image quality please ask our team for support)
- 1 short description sentence and a longer paragraph description
- Please also include your social media information, if you have it.

We will generate an exhibition poster for you, however, should you wish to produce your own, please let us know and we will send you the logo and gallery information. Please share the poster with our team 4 weeks prior to the start of your exhibition

- We also ask that you personally promote your exhibition, so as to maximise visibility

### **Curating the Exhibition:**

An exhibition team member will be available to help curate and hang, but it is primarily the responsibility of the solo or lead artist, to ensure that all work is exhibition ready so: securely hung / mounted / displayed. No reimbursements will be made for any damage caused by artists failure to secure work properly.

Work should also be accompanied by a complete list of works left with us, stating: Name / Contact email / Title / Medium / Price. Each piece of work should also have a label with this info on it, attached to back.

If you would like to use your own labels please make these available to **ArtHouse** team, otherwise you are free to use ours.

## **Completing the Exhibition agreement**

Please complete **part A** with the SCA team, once you have agreed your exhibition details

Please complete **part B** when you have your pre Exhibition chat with the curation team

**(Please scroll down to find the Agreement if this information has come to you via email)**

## Exhibition booking agreement

### A) For completion by Artist or Organisation lead artist, when booking for exhibition has been made:

Name:..... ( Artist/ Organisation Lead)

Signed: ..... ( Artist/ Organisation Lead)

Contact Number:.....

Contact Email:.....

I wish to be added to the SCA contact database:Yes / No / I already receive emails (select)

Social media Tags:.....

Date of exhibition agreed as: .....

A non refundable deposit of 50% of total fee has been paid. Please note without this payment being received your booking is not confirmed

Signed..... - Artist / Organisation lead artist

Signed..... - (on behalf of Southport Contemporary Arts)

### B) For completion by Artist / Organisation lead artist & exhibition team, 3 months prior to Exhibition - Please bring your diary and method of payment in order to complete the following:

Final 50% of exhibition fee received £.....by whom .....

Hanging dates and times agreed as .....

Closing dates and times agreed as .....

Commission being charged: ( please circle)

30% of sales value - Non Members / 20% of sales value - Members

Preview event booked Yes/No - Date:..... To be hosted by:.....

Meet the Artist dates Yes/No - Date/s.....

Signed..... - Artist / Organisation lead artist

Signed..... - (on behalf of Southport Contemporary Arts)

