

# Terms and Conditions for Virtual Exhibitions with Artizan Gallery

## PLEASE READ CAREFULLY

The following terms and conditions will apply when we have accepted your application for a Virtual Exhibition. Your booking is not confirmed until Artizan Gallery accepts your application. All individuals who exhibit with Artizan Gallery in a Virtual Exhibition agree to the following terms. Amendments to these terms must be agreed in writing in advance of the exhibition.

### **Exhibited Work**

#### *Work Details*

Individuals exhibiting with Artizan Gallery must fill in and return the “Works for Exhibition” form to the gallery in advance of the exhibition hang. You are responsible for providing accurate information on your work including title, medium, price and dimensions for use in the exhibition and online listings. The example works you provide at the time of booking, must be representative of the works you submit at the point of exhibition. High quality images of all the work to be exhibited must also be submitted to Artizan Gallery, either via email or online fileshare service, when you provide your “Works for Exhibition” form. This is so that digital listing and any exhibition print material can be produced in advance of the exhibition.

#### *Presentation*

All works must meet our requirements for display and hanging (see Hanging section). Presentation of works must be to a high standard with all framed work presented in, well-fitted, clean frames. All browser work must be wrapped and mounted.

#### *Packaging*

All work for exhibition at Artizan Gallery must be safely packaged to avoid damage and if you would like your work returned in its original packaging after the exhibition you should label the exterior of the packaging with your name and the title of the work and use non-damaging tape. If the original packaging cannot be used, artists should bring sufficient packaging to safely package their work at the end of the exhibition. Otherwise, Artizan Gallery will charge for any packaging that we are obliged to provide. Artizan Gallery does not accept any liability for damage to work that has not been delivered safely packaged.

#### *Pricing*

Artizan Gallery will take a 30% commission on all works sold through “flash exhibitions” associated with Virtual Exhibition services. If you are unsure how to price your work or how to calculate the commission, please contact Artizan Gallery.

### **Delivery and Collection of Work**

#### *Delivery*

Works for exhibition must be delivered to the gallery on or before the agreed hang date, at a time and date agreed with Artizan Gallery. Due to the tight timeframe that this service is delivered under, any delay to this may result in further charges or cancellation with no refunds given. Any changes to the exhibition content from the “Works for Exhibition” form must be notified in advance, in writing. Work should be delivered during opening hours, where possible, and the time and date of delivery must be agreed in advance.

#### *Collection*

Works exhibited in a virtual exhibition will need to be collected within 24 hours of the scan being completed or the close of the “flash exhibition” (whichever is the latter). If for whatever reason there is a change in circumstances and work cannot be collected on time, Artizan Gallery requires 24 hours’ notice to make necessary arrangements and to avoid storage charges which will be passed to the artist.

If work will be delivered or collected by courier, please ensure that you notify Artizan Gallery of these delivery arrangements and provide the courier with the gallery telephone number. Work should be delivered and collected during standard opening times, and collection times and dates should be confirmed with the gallery. Artizan Gallery can arrange for work to be packaged and couriered at your expense by our delivery partners.

#### *Storage*

As there is very limited storage space at Artizan Gallery, any items not collected by the deadline – and where no arrangement for delay has been agreed beforehand – will incur a storage charge of £5 per item per day.

### **Promotion**

Artizan Gallery produces promotional materials for use online, on social media, in our email newsletter, and in print publications.

Artizan Gallery retains the rights to any and all promotional materials produced for the exhibition, and will retain creative control of the layout, content, and design of all promotional materials. A draft copy of promotional material describing you or your work may be sent to you (with the publishing deadline clearly visible) for proofreading and fact-checking purposes only, and any inaccuracies must be reported to Artizan Gallery before the publishing deadline. Artizan Gallery does not accept responsibility for any inaccuracies that are not reported before the publishing deadline.

## *Artizan Social Media Accounts*

Our social media account details are:

Facebook: /artizangallery

Twitter: @ArtizanGallery

Instagram: @ArtizanGallery

Youtube: /c/ArtizangalleryUk

Pinterest: /artizantorquay

## *Website*

We have two websites, [Artizan Gallery](http://artizangallery.co.uk) (artizangallery.co.uk) and now our new sister site Arthub (art-hub.co.uk). All exhibition content will be hosted on a dedicated page on the Arthub site for the lifetime of the site and this will be the main point of contact for information. We carry out extensive written, photographic and film documentation of all our exhibitions all of which will be found here. Artizan retains the right to show the recorded Virtual Exhibition on our platforms and promote it to our audiences.

## **Photography**

As part of Virtual Exhibition packages Artizan Gallery may take high quality photographs of all pieces displayed. If you do not wish for your work to be photographed, you should notify the gallery at the same time as confirming your agreement to the rest of these terms. We may use these images to promote your work or the work of the gallery after the exhibition you are participating in has finished. Opting out of this means we cannot provide any associated photography or social media packages with your Virtual Exhibition. Full details of our photographic services are available on our website.

## **Film and Video**

As part of Virtual Exhibition packages Artizan Gallery may produce film and video content for social media packs. As part of this your work may appear in footage captured at the exhibition and we may also use imagery you provide to us as part of this video content where it is relevant to the promotion of your work or the exhibition your work is a part of. There is no obligation to directly appear in video content you do not wish to, but your work may still be shown. Additional video services can be added to any Virtual Exhibition. Full details of our videography services are available on our website.

## **Virtual Exhibition Hosting**

Virtual Exhibitions are scanned and created by our partners Innovate 3Sixty using the Matterport camera and software systems. Artizan Gallery is not responsible for changes in the Terms of Services of these two parties which may impact the hosting and lifespan of your Virtual Exhibition.

## **Hanging**

Artizan Gallery will curate and hang the exhibition in consultation with the artist. However, due to the time constraints associated with this format Artizan will have final say on curation of the space.

Artizan Gallery uses the STAS cliprail hanging system for wall displays. All work for exhibition should be delivered ready for display on our hanging system. The best form of attachment to the STAS cliprail hanging system is D-rings on the back of the work positioned within the top quarter of the piece and level on either side. These should be tightly secured so that do not spin when force is applied. If your work cannot have D-rings attached, you must inform Artizan Gallery of this and make suitable arrangements for an alternative method of display. Any work delivered without D-rings in the absence of separate arrangements will have D-rings attached at a charge of £5 per work. Where this is not possible, the work may not be hung.

## **COVID-19 Secure**

As a retail space and cultural venue, we are required to meet certain standards and guidelines in relation to the COVID-19 Global Pandemic to protect our audiences, colleagues and partners. Due to the uncertainty surrounding this threat, we reserve the right to make any necessary changes to protect our audiences as required by regulatory authorities which may impact the running of this exhibition. We do not guarantee to give refunds due to circumstances resulting in relation to COVID-19. Where possible, we will attempt to make reasonable arrangements to reschedule or relocate interrupted exhibitions.

## **Payment**

### *Paying for Your Exhibition*

Once selected, a deposit must be paid to secure and confirm your booking. Failure to pay the deposit means that the booking is not final or confirmed. Full payment is due prior to the hang date.

Our preferred method of payment is by direct bank transfer (BACS), but we will also accept cheques or cash. For BACS payments, please use your initials and the month and year of your exhibition as the reference (e.g. JB May 2017)

*Artizan Gallery Payment Details* Bank: Lloyds Bank | Account Name: Artizan | Sort Code: 772918 | Account Number: 38546760

### *Cancellation*

Exhibition deposits are non-refundable. If your exhibition period is successfully rebooked, Artizan Gallery may grant refunds, less costs, at their discretion.

*Payment for Work Sold*

Artizan Gallery will notify you of any sale of your work as and when sales occur; we will settle all payment for works sold after the end of the exhibition. Payment will be made by direct bank transfer (BACS) and will be made a maximum of 30 days after the end of the exhibition (to allow Artizan to receive payment from buyers).

**Insurance**

Artizan Gallery is fully covered by insurance. However, we strongly recommend that all artists have their own insurance when exhibiting. We recommend Hencilla's Artist Insurance Policy (<http://www.hencilla.co.uk/unions/a-n/air/aip>)

**Contact Details**

Please ensure you provide up to date contact details when submitting your application including at least one phone number, email address and postal address.

***Artizan Gallery***

***Julie Brandon***

Email: [juliebrandon@artizangallery.co.uk](mailto:juliebrandon@artizangallery.co.uk)

Phone: 01803 428626

Mobile: 07522 509642

Artizan Gallery

7 Lucius Street

Torquay

TQ2 5UW

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By signing below, you agree to abide by the terms and conditions above and to pay a deposit of one week's booking fee. We recommend that you keep a copy of your completed form for your records.

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(Signature)

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(Print Name)

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(Date)