



Art@Work

Exhibition Arrangements and Requirements

1. Introduction

The exhibition will be organised by Guildford Arts and held at the request of the host organisation in the premises of

Clyde & Co., 1 Stoke Road, Guildford, GU1 4HW

Or Baker Tilly, The Clock House, London Road, Guildford, GU1 1UW

It will be open to employees, clients and friends of the host company and to the general public by appointment. Participating artists and members of Guildford Arts may invite friends and clients to a private viewing or, by appointment, at other times.

2. Exhibition Space and Number of Works

Pictures and sculptures will be displayed in circulation areas, conference rooms and other ancillary spaces. Typically, artists are invited to provide 6 to 8 medium sized pictures (Approx. 24"x30"), or fewer if larger. It is the intention of the organisers that they will have agreed with artists the items to be exhibited prior to the exhibition.

Artists may submit more pieces than this but the final number and disposition of pictures displayed will be determined by the organisers and will depend upon the most suitable use of the available space and the compatibility of individual items.

Good quality hanging rails with lines and adjustable hooks are provided in nearly all locations.

Space for sculptures and ceramics is limited. Sculptors are requested to provide plinths for their work. As with pictures, the number and size of such pieces will be determined by the best use of available space.

3. Exhibits

Paintings, drawings and photographs should be prepared to a professional standard and be strung on the back. **Metal clips and frames are not to be used.**

All items should be clearly labelled on the back (or underneath if sculptures) giving:

Title of the work - Artist's name - Medium - Selling price

The same information should be given on a 'string'(baqqage) label attached to each piece that can be easily read (and then tucked behind the work) when preparing the catalogue.

4. Artist and Exhibit Details: see form 'Essential Information to be provided by exhibitors'

Artists are requested to provide a brief up-to-date personal statement; a list of proposed exhibits including title, size, medium and selling price and digital photographs of at least two exhibits. These will be included in the Guildford Arts web site to promote the exhibition. The

title of the images and their ownership will be clearly stated. A few images will be selected for the use in the invitation to the private viewing.

It would be preferred if statements and photographs are sent to the coordinator by e-mail.

This information will be needed one month before the exhibition or by arrangement with the coordinator.

Examples from current and past exhibitions can be viewed on the Guildford Arts website: www.guildfordarts.org.uk.

5. Delivery of Work and Hanging

All work should be delivered to the exhibition location on the specified Saturday morning between 10.00 am and 10.30 am. Full details of the location and parking arrangements will be provided. The organisers will locate / hang the works within the exhibition spaces.

Whilst it is intended that all works provided by artists will be hung, the organisers may be unable to do so in the interests of maintaining a high standard of display. Unused works will be retained securely until they can be returned to the artist.

6. Collection

Exhibitors are requested to collect all unsold work between 9.00 am and 10.00 am on the first Saturday following the end of the exhibition.

7. Sale of Work

A commission fee of 25% will be deducted by Guildford Arts from sales of work. Buyers will be able to remove their purchases two weeks following the sale. This allows time for cheques to clear and for artists to replace sold pieces. If this proves to be difficult, alternative arrangements can be made.

8. Catalogues

These will be prepared by Guildford Arts with the help of host organisation and will include the personal statements of exhibitors and information they have supplied in accordance with paragraph 4 above.

9. Insurance and security

The organisers will arrange with the host companies for insurance of all exhibits. The premises have 24-hour security. The organisers will take all reasonable precautions to safeguard the exhibits but cannot be held responsible for the loss of or damage to any work submitted for exhibition.

For further information please contact:

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Co-ordinator for Art@Work

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