

Standard Exhibition Agreement

Wymondham Arts Forum ("WAF") agrees to permit ----- (the Exhibitor) to use the Wymondham Arts Centre ("WAC") situated in Becket's Chapel, 2 Church Street, Wymondham, Norfolk, NR18 0PH from 9 am **Monday** ----- to 9 pm on **Sunday** ----- for the purpose of exhibiting and selling works of art. One evening private view can be held in this period.

WAC will use reasonable endeavours to ensure that

1. the space ("Becket's Chapel") is available for the period of the exhibition;
2. it is in a clean and tidy condition given the overall state of the building;
3. public liability and building insurance are in place;
4. an electricity supply is available;
5. where there is a concurrent evening use, other users respect and not do anything to harm any art or craft work on display;
6. an intruder alarm system is set each evening during the exhibition period;
7. cleaning materials are available;
8. the Arts Forum website www.wymondhamarts.org lists the exhibition;
9. the Arts Forum e-mail list is used to advertise the exhibition.
10. Becket's Chapel is open by the advertised time each day;
11. if requested, stewards are in attendance during exhibition hours;
12. a Temporary Event Notice will be obtained, if one month's notice is given and if legally available, for live performances associated with the exhibition.

The Exhibitor will ensure that

1. a non-refundable deposit of **25 percent** of the fee specified overleaf is paid to **Wymondham Arts Forum** on signature of this agreement, **25 percent by** ----- and the remaining fee paid **two weeks** before the start of the exhibition;
2. works of art, which are exhibited at the exhibitor's risk, are insured as appropriate;
3. works are listed, with prices clearly marked; works not for sale are shown as NFS; edition sizes and the number of impressions or casts of multiple works still available are clearly shown; and for prints the price for unframed and framed examples is indicated unambiguously. Artists post- or greeting-cards are individually priced and identified with the artist's name or initials.
4. no alteration (including any fixing) or damage is made to the fabric of the building, and no contents are damaged; only white-tac adhesive will be used to affix labels to the display boards.
5. no pyrotechnics, or flammable materials are used without adequate risk assessment and management, and that the details of the risk and management are approved by WAF before installation of the exhibition;
6. all electrical equipment brought into the gallery has a recent PAT test certificate;
7. WAF is given evidence of how any significant risks to visitors or the building will be managed;
8. other than that provided by WAC, any promotional and marketing activities for the exhibition, including a Private View, are undertaken at the cost of the Exhibitor;
9. posters are provided for local advertising (two A2; one A3 and two A4 size). These should include the WAC logo in a banner header or footer. [High-resolution *pdf* files may be provided to WAC 4 weeks before the exhibition, in which case the exhibitor will be charged the cost of printing.] Finished posters are required two weeks before the opening date.
10. a short exhibition description and at least one illustration (.jpeg format) suitable for inclusion on the website and in e-mails is provided at least 3 weeks before the exhibition opens; up to 14 additional images may be supplied for the website.
11. unless WAC has been requested to provide stewards, at least one steward provided by the Exhibitor is present in the gallery during exhibition opening hours; **[Key holders, may lock the building 10 minutes after the advertised opening time if no steward is present. A call-out fee may be levied if the building has to be reopened when a steward arrives.]**
12. on exhibition days the building is vacated by 5.00 pm;
13. the building is left in a clean and tidy condition;
14. no alcohol is served during exhibition opening hours;
15. no smoking takes place anywhere within the building;
16. any workshop activities in association with an exhibition for children and young people or involving vulnerable adults comply with good practice to safeguard participants, that anyone working directly with children and young people or vulnerable adults has the relevant clearance, and that evidence of this clearance is provided to Wymondham Arts Forum at the time of booking.

Scale of Fees (*Strike out whichever does not apply*)

- With Exhibitor's stewarding the exhibition themselves: £345 per week, (__ weeks)
 - Total £
 - With stewards supplied by WAC: £395 per week, (__ weeks)
 - Total £
 - Package, whereby stewards, posters and refreshments for Private View Are all provided by WAC: £515 for the first week and £395 for subsequent weeks
 - Total £
- **25% Deposit now due** £
 - Second 25% payment due £
 - Final payment due on or before ----- £

Make cheques payable to **Wymondham Arts Forum**

Sale of Works

Stewards whether supplied by WAC or the Exhibitor, will collect payment on behalf of the Exhibitor, and mark works that have been sold. Receipts will be issued, which must be produced by the purchaser to collect the work.

Cheques should be made payable to
Exhibitor to complete details; if to individual artists exhibiting, state 'individual artist'

Exhibitors will retain title to the work until the purchaser collects it.

Stewards will notify Exhibitors by telephone of sales of additional impressions of multiple works other than the example in the exhibition, and ask the Exhibitor to arrange delivery to WAC before the close of the exhibition. If the work cannot be delivered by that date, it is the Exhibitor's responsibility to make suitable arrangements for delivery to the purchaser.

Contact methods: landline phone:; mobile phone:
Exhibitor to complete details: note that Stewards do not have access to e-mail.

Commission payable

Rate: 0% [Zero per cent]

Private View

Exhibitor to complete if required:

A Private View will be held on, from p.m. until p.m.
[The building must be clean and ready for locking no later than 9.30 pm]

Agreement made **day of**, **20--**, between

Signature..... and signature

Print name ----- Print name

On behalf of **Wymondham Arts Forum**

of

(insert address)

Postcode

Exhibitor

PLEASE COMPLETE TWO COPIES, and return one copy with a cheque for the deposit to

Exhibition coordinator, Wymondham Arts Centre, 2 Church Street, Wymondham NR18 0PH