



# Rothwell Heritage with Desborough and Rothwell Art Gallery

Volunteer Gallery Chair Janet Bassett  
Volunteer Gallery Secretary JoyElizabeth Surgey  
Volunteer Tresham Room Bookings Christine Cocksedge

Terry Smith Building  
14-16 Bridge Street Rothwell  
Northants NN14 6JW  
Telephone 01536 711550

Dear Exhibitor,

## **General Exhibition Terms and Conditions**

Below are the terms and conditions for use of Rothwell Heritage with Desborough and Rothwell Art Gallery. All terms and conditions apply wherever the works are displayed within The Centre, and if the artist is a volunteer or is staffing an exhibition. Please retain these Terms and Conditions for reference. Please sign the form at the bottom of the exhibition entry form and return to the centre to confirm acceptance of our terms and conditions.

As the centre is operated by volunteers, please consider taking a turn stewarding the gallery - it is a great chance to meet 'your public'!

## **Exhibition Period and Gallery Opening Times:**

- The 'Rothwell Room', the 'Main Gallery' and hall area are used for the General Exhibition of original work by Friends. At the end of the 3-month exhibition period all unsold works are to be collected by the artists, and new work will be accepted for the next General Exhibition. Letters will confirm drop-off / collection times and dates.
- The 'Tresham Room' is available in one-month blocks, for Friends and other local artists. Please contact the Tresham Room Secretary or Gallery Secretary to discuss Terms and Conditions, and availability.
- Normal open hours for the Centre are Monday, Thursday, Friday and Saturday from 10.30am to 1.00pm.
- Works may also be viewed / purchased during other activities, events, classes and talks that The Centre may run.

## **Hanging and Display Details:**

- The Hanging committee will decide what to hang and display.
- All paintings must be fitted with taut cords ready to be hung.
- Only appropriately framed work will be accepted for hanging.
- We have a cradle available for unframed work that is for sale and not for hanging.
- Please place a label on the back giving your name, title of painting and price. If the item is not for sale please state this clearly on the label. A blue dot will be put on it to indicate not for sale.
- Please speak with our Gallery Secretary about display of Art and Craftwork in other forms, e.g. pottery, jewellery.
- The safety of the public must be considered when we accept items for display.
- Exhibitors are requested to provide a replacement if they wish to remove work during the Exhibition period. If the artist is unable to do this the organisers will either hang another artist's work or re-arrange the display.
- All unsold art works should be removed at the end of the exhibition. If work has not been collected within 2 weeks of the end of the exhibition a small storage charge will be made.
- **The Organisers Rothwell Heritage with Desborough and Rothwell Art Gallery, will take precautions to safeguard works of art but cannot accept responsibility for any damage or loss however caused. Exhibitors should arrange their own insurance if they so wish.**

## **Financial Terms**

- **Commission rates: sales of greetings cards = 10% all other sales = 20%.**
- The monies for all works sold must be handed to The Centre, for administrative purposes. This applies even if the artist in question staffs the exhibition. This is to ensure financial security for all involved.
- A deposit of 50% will be required of the purchaser to secure the work, although full payment is preferred.
- The purchaser may only remove works sold once the full amount has been received.
- The Centre will endeavour to pay out monies owed to artists monthly. Amounts of £10 and over will be paid by cheque and posted. Amounts under £10 will be paid in cash and left in the gallery for exhibitors to collect. We are unable to contact exhibitors individually about these smaller amounts. Exhibitors will need to enquire at the gallery if there are any monies waiting for them.

Yours Sincerely,

JoyElizabeth Surgey (Gallery Secretary)

Tel: 01536 356468 Email: gallery@rothwellheritage.org.uk