



# Terms and Conditions

Artwork | Exhibitions | Open Calls

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**Please read the following if you are an artist or art group looking to exhibit at AIR Gallery.**

- Artists submitting work(s) for exhibition do so in accordance with the conditions stated in the current Terms and Conditions.
  - In the event of damage to or loss of work(s) AIR Gallery may rely on the statement to limit the liability (if any) in accordance with the Terms and Conditions.
  - By submitting the work(s) artists confirm that they consent to reproducing the whole or any part of the work for archival, educational, publicity (including exhibition posters, leaflets, electronic media and websites), press, signage and catalogue purposes without payment of any fee or royalty.
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## Exhibition Proposals

- AIR Gallery accepts Exhibition Proposals from external artists, groups and organisations.
  - Exhibition Proposals must follow the guidelines which can be provided on request.
  - Exhibition Proposals will be reviewed by the Directors during a monthly meeting, who will accept or decline the request.
  - Exhibition Hire fees will apply to external proposals that are accepted. Details of pricing is available on request.
  - Any artwork entered in a proposal must follow the **Artwork and Open Call Guidelines** as stated in the Terms and Conditions.
  - Applicants will be allocated a time-frame to prepare, install and host the exhibition in accordance with the current schedule at AIR Gallery. Specific dates can not be requested without prior contact 6 months in advance.
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# Artwork and Open Call Guidelines

**The following terms and conditions relate to both work submitted to the Open Exhibitions and all other forms of exhibitions and displays organised by AIR Gallery.**

## Acceptable Artwork

AIR Gallery do not have any restrictions on the type of artwork that can entered, however certain types of artwork must follow the instructions below.

- Canvases must have hanging fixtures attached, preferably D-Rings and Cord or Mirror Plates.
- Framed artwork must have appropriate hanging fixtures.
- Diptychs, triptychs and large groupings of works can be submitted as one work. They must be numbered on the reverse with the order of the sequence (for example part 1 of 3). Clear Instructions for the display of the work must be provided.
- Sculptural works must have clear instructions on how to display. Artist are expected to provided their own plinths or other means of display. If this is not provided AIR Gallery will use our own display methods.
- Installations must come with clear instructions on how to display. For large scale or complex installations, the artist may be required to attend the install to ensure their work is installed correctly.
- Video artwork must come with equipment provided. AIR Gallery does not have sufficient equipment to cover this at this time.
- In the event that the artist chooses to submit unframed work, this will be strictly at their own risk. Unframed work must have instructions and materials provided for display (for example: Magnets, pins, clips)

## Unacceptable Artwork

AIR Gallery do have a few restrictions on the themes that can be entered.

Artwork must not be:

- Racially offensive.
- Homophobic, Transphobic or derogatory to the LGBT community.
- Be pornographic or depict explicit sexual acts.
- Harmful to the public or contain noxious or toxic substances
- Copies of works by other artists or works that are in breach of copyright

The Artist must ensure that submitted works conform to all applicable health and safety standards and regulations.

## **Withdrawal of works**

AIR Gallery reserves the right to deny admission or withdraw a work from the exhibition if for any reason the work, or any circumstances surrounding the display of the work, appears to AIR Gallery to expose it to the risk of legal proceedings.

## **Intellectual Property Rights**

Each Artist by entering a work confirms that they hold all intellectual property rights in the work.

By signing the Entry Form, Artists agree to waive copyright and fees if their work is reproduced in the press and other media, including any marketing material for AIR Gallery.

## **Limitation of Liability**

AIR Gallery has a team of experienced technicians who will be handling the artworks during the install and de-install of works.

AIR Gallery shall have no responsibility whatsoever for any loss, damage, destruction, deterioration or wear, including damage to frames caused to a work submitted for or exhibited during the Exhibition. Insurance of the artwork during transportation and hanging is the responsibility of the Artist and we expect all artists to have relevant insurance when exhibiting at the gallery.

Each piece of work will be conditioned checked three times whilst at the gallery. Once upon receiving the work, during the exhibition and after the work has been de-installed.

## **The Selection Committee**

All works sent for exhibition will be placed before the Selection Committee.

The selection is a two stage process. The work is reviewed first via online submission. If selected, the work will then be reviewed in person to ensure that it is suitable for exhibition. Work unsuitable or differing from the original submission will be rejected.

The Selection Committee may decide to accept or reject any work submitted for the exhibition at its sole discretion. The Selection Committee decision is final.



# Completing the Entry Form

## Open Calls

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**The following terms and conditions relate to work submitted to the Open Exhibitions or exhibitions where an entry form is required and completed.**

**Please check the details thoroughly before completing your entry form.**

1. Each Artist must complete the entry form and submit it by the deadline; an acknowledgement of receipt of entry form will either be emailed to confirm receipt of entry form.
2. No more than 3 pieces of work can be submitted by any one Artist for the Open Exhibitions unless stated otherwise.
3. The completion of the Entry Form indicates your acceptance of the Terms and Conditions.
4. It is essential to give full and accurate information
5. Incomplete forms will not be accepted for entry.

## Submission Fee

6. Annual Open Call exhibitions require minimum of £5 per piece of artwork entered. This must be paid for upon initial submission and is non-refundable. Failure to do so will void the submission form.
7. Where necessary we may need to see proof of payment. Please keep a copy of your online receipt.
8. Prices for other exhibitions may vary.
9. All monies received will go towards the overheads associated with the exhibition, including marketing and promotion. Prizes will also be awarded during our annual events.

## Labels

10. We ask all artists to label the work with 'Artists Name, Title and Medium'. This can be attached via a luggage tag or adhesive label.

## Prices

11. The prices stated on the Entry Form of all the works for sale should take into account the AIR Gallery's commission of 20%.
12. No changes to prices stated in the Entry Form may be changed by the Artist during the Exhibition.

**Please follow the guidelines below when delivering artworks for exhibitions.**

- Each Artist must bring the correct work to the gallery. Any work that has not been previously selected by the panel will be rejected.
- Work must be delivered on the specific dates given by the Artist or their representative. Artworks sent via courier must be arranged prior with the curator.
- All work must have suitable fixing or instructions for display.
- All work must have a label attached stating artist name, title and number if in a sequence.
- Requirements for sculptural work must be discussed and agreed with AIR Gallery prior to the submission day. In certain circumstances the Artist may be required to provide a suitable plinth.
- All works will be conditioned checked upon arrival. Any works that arrive damaged will need to be removed by the artist.

### Delivery and Return of Artwork

- Please be aware that all costs associated with the delivery and return of artwork must be covered by the artist. This also includes packaging.
- The return of work this is the responsibility of the artist and we recommend arranging for a courier to deliver or collect the work if unable to collect in person.
- All artwork will be returned in the manner to which it was sent.
- All work will be signed for upon arrival and collection by the artist or their representative.

### International Artists

- Please ensure that when sending your work, you send it as a temporary import to avoid import duties. Any works incurring an import duty charge will be rejected unless the artists is able to cover the cost of the import tax placed on the item. For help on this please check: <https://www.gov.uk/guidance/temporary-admission>

### The Exhibition

- External organisations and art groups are required to provide their own promotional material unless agreed otherwise.
- All artwork will be reviewed before the install to ensure the work matches the original submission. Any work that differs from the original image will be rejected.
- Artwork will be installed over a period of three days. Unless requested then the artist does not need to be present for the install. Art groups or external curators may wish to curate the exhibition themselves, which can be prior arranged with the Gallery Director.
- AIR Gallery staff and volunteers will invigilate the exhibition unless the artist wishes to manage this aspect themselves.
- Each work will be quality checked during the exhibition and the status logged. Any changes to status will result in the artist being notified.

### Sale of work

- All work, except those NFS will be subject to the payment of 20% commission to AIR Gallery upon sale of work.
- Commission payments received by AIR Gallery will be used to support the work of AIR Gallery and it's not-for-profit activities.
- A red spot will be used to indicate to the public a work has been sold.
- Sold work cannot be removed before the end of the exhibition.
- AIR Gallery will send a confirmation of the sale by email to the Artist, including detailing the commission paid to AIR Gallery.
- Artwork can be reserved with a deposit which will be indicated with a blue dot. Full payment will be expected before the end of the exhibition.
- If for any reason the sale does not go ahead, AIR Gallery reserves the right to retain the deposit in lieu of commission.

## Close of the Exhibition

- Before the close of the exhibition, all artists will receive an email informing them of the collection dates and times.
- Before the close of the exhibition, the purchaser of any sold work will receive notification of collection.
- No work will be released by AIR Gallery without the presentation of a receipt stating full payment has been paid.
- AIR Gallery will not pack, return or forward any work unless this has been arranged prior to submission.
- All works will be quality checked before collection and recorded.
- All works must be collected within the dates and times given. Any artwork uncollected after the dates given will be charged a fee of £15 per week per work. If uncollected after 3 months the work will be disposed of.
- Upon collection, all work will be signed for.
- At the end of the exhibition any artists with sold work will receive payment within 7-10 days.