

Cullompton Arts House Exhibitor Guidance

Cullompton Arts House

We are a charitable incorporated organisation (CIO), registered with the Charity Commission (Charity No. 1163789). We host twice-yearly public art exhibitions open to all artists, both amateur and professional, and of all ages, residing/working locally within the wider Culm Valley area. Our exhibitions are free to the public (no entry fee required), although we do accept monetary donations.

We are pleased to exhibit all types of artwork, including painting and drawing, photography, textiles, sculpture, jewellery, and more.

Exhibition Venues:

To keep our fees as low as possible, we make use of suitable available empty venues within Cullompton town centre to host our 'pop-up' exhibitions.

Due to the fluidity of available premises it is not always possible for us to confirm our exhibition venue in advance. Additional local venues may therefore be used for receipt and return of artwork.

All of our venues are stewarded at all times when open and securely locked whilst closed. Cullompton Arts House hold public liability insurance, however:

Please note: It is the responsibility of the artist to ensure they have sufficient personal insurance to protect their own artwork.

Friends of Cullompton Arts House

To allow our supporters to help us to continue our aims, we offer the opportunity to become a 'Friend' of the charity. For an annual subscription of £10.00, you not only support the organisation, but also receive various personal benefits. These benefits will change annually, but include discounted entry fees to our events and workshops throughout the year.

As an exhibitor, you are rewarded through reduced display fees and the opportunity to exhibit additional work and further items for general sale at our exhibitions.

Exhibition Requirements

Artwork:

To keep our exhibitions fresh and well-attended, we request that any artwork submitted should ideally not have been shown by us previously. If you wish to display a piece that has been exhibited with us before, it **must not** have been in the last two years. All exhibits should be 'original' (photographic and print work are deemed to be original).

Submitted artwork should have the capacity to be hung (framed, with hanging hooks) or otherwise displayed. We receive many forms of artwork, and will accommodate special display requirements where possible.

Any individual piece of work should not exceed one metre in height, width, or depth. In this event, it may be considered to constitute 2 pieces (or more), for the purpose of displaying.

Please confirm any special display requirements on the <Exhibitor Submission Form> and ensure that you notify us in advance of delivering the artwork so that your needs may be adequately addressed.

Each piece should be clearly labelled with the Artist's name and the Title of the work. Any protective packaging used for transporting the work should also be clearly labelled with the Artist's name, and will be securely stored until collection.

Artworks submitted for the main exhibition are subject to a **15%** sales commission payable to Cullompton Arts House.

Please note: You are not obliged to sell work submitted for the main exhibition. Please ensure any work that is not intended for sale is **clearly identified** on the <Exhibitor Submission Form> with "NFS" in place of the 'Sale Price'.

[CAH Friends ONLY]: Additional small items (such as unframed mounted prints, photographs of other work, postcards and greetings cards), should ideally be individually wrapped in protective film. All items should be clearly labelled with the Artist's name, the Title of the work, and **must be** individually priced. These items will be displayed in racks and may be restricted in number by Cullompton Arts House.

Additional items submitted for general display are subject to a **25%** sales commission payable to Cullompton Arts House.

It is expected that all submitted work remain on display for the entire duration of the exhibition.

Please ensure that you inform us prior to delivery of the artwork if this is not possible for any reason.

Due to the temporary nature of our exhibitions and available display spaces, it may not always be possible to exhibit all work submitted to us. **It is highly recommended that you list your work on the <Exhibitor Submission Form> in order of your preference for display priority.**

CULLOMPTON ARTS HOUSE RESERVE THE RIGHT NOT TO EXHIBIT YOUR WORK.

Delivery (Check-in) & Collection of Artwork:

Entry fees should be received together with your completed <Exhibitor Submission Form> prior to delivery of any artwork. (**Note:** We will accept cash payment on the delivery day).

Artwork should be delivered to and collected from the pre-arranged venue on the designated date and time.

On delivery, your artwork will be unpacked and verified against a copy of your signed <Exhibitor Submission Form>. On collection, unsold artwork will be returned to you together with its original packaging. You will receive all money owed to you for sales when you collect your artwork.

Artists:

Exhibitors are encouraged to volunteer themselves for **at least two** sessions of stewarding during the exhibition period. Stewarding sessions are from 10:00 - 13:00, and 13:00 - 16:00 (daily), with the possibility of some evenings from 16:00 - 19:00. At least two stewards are required per session, one of which will have prior stewarding experience.

Artists are welcome to supply their own printed promotional materials (business cards/leaflets, etc) for general display at the exhibition venue.

To facilitate the various activities necessary to host our exhibitions, artists are requested to comply with the processes (including deadlines) for completing submission/profile forms, payment of fees, and both the delivery and collection of their artwork to the specified venue(s).

Please Note: Cullompton Arts House is under no obligation to store artwork beyond the specified collection date.

If you encounter difficulties in meeting any requirements or due dates, please contact us as soon as possible to discuss options.

Exhibition Fees

	FRIEND	OTHER Exhibitor	Junior (U18s)
Exhibit 1	FREE	£5.00	FREE
Exhibit 2	£3.00	£4.00	FREE
Exhibit 3	£3.00	£4.00	FREE
Exhibit 4	£3.00	<i>Not Applicable</i>	<i>Not Applicable</i>
Additional Small Items	FREE	<i>Not Applicable</i>	<i>Not Applicable</i>

How to Contact us

Submission forms and general enquiries should be sent to info@cullomptonartshouse.org

Registered address: c/o 2 Parsons Close, Kentisbeare, DEVON, EX15 2BN.