

Stag Community Arts Centre

# Information for exhibiting art

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Exhibiting Art at The Stag V3 April 2011

Thank you for expressing an interest in displaying art at the Stag.

We have put together this information pack to assist you with the practicalities of displaying your art at the Stag. We do however recognise that different artists may have different requirements which have not been addressed, if this is the case please feel free to contact us.

The Stag is as its name suggests a Community Arts Centre and welcomes all genres of art and works within an equal opportunity remit. The building has many visitors passing through and it is hoped that although visiting often for a particular art form, the presence of alternative art happening or displayed in the building will generate further interest.

At the end of your exhibition we would welcome your feedback relating to your successes at the Stag and any ideas you may have for us to improve the service.

Linda Larter  
Chief Executive

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## 1. Terms & Conditions for Exhibiting Art at the Stag

1.	Period of Display	3 weeks
2	Set Up	Sunday afternoon*
3.	Dismantling display	Sunday morning*
4.	Commission	20% of sales to Stag
5	Charges	There are no charges for exhibiting at the Stag
6	VAT	<p>It is a Customs &amp; Excise requirement that the standard rate of VAT (20%) is charged on commission, following the sale of items from the exhibition VAT is charged on the commission only and not on the whole amount.</p> <p>Please see VAT example on Appendix A attached.</p>
7	Sale of Supporting Material	Other supporting merchandise can be sold through the Stag with prior agreement. The commission on such sales is 20%. The commission will also be VAT able.
8	Preview receptions	The café / bar can be made available for 2 hours in the evening* for a fee of £20. Drinks to be purchased via the Stag, however food, canapés etc can be by own caterer if desired.
9	Conditions of Use	<p>The Stag Management retains the right to refuse any application for its use, or in exceptional circumstances to close an exhibition or to exclude particular works for public exhibition if necessary.</p> <p>No appeal for funds for any charity may be made and material of a party political or religious sectarian or contentious nature will be excluded. No petitions or signatures may be displayed also.</p> <p>The Stag Community Arts Centre operates an Equal Opportunity Policy and complies with legislation and other policies as well e.g. Health and Safety.</p>
10	Sales	<p>Stag staff will record sales and collect payment on behalf of the artist / practitioner; this will be banked within the Stag's normal banking routine. When the exhibition ends or as agreed, arrangement will be made for payment of the artists money due.</p> <p><b>A PROCEDURE FOR THIS SHOULD BE ARRANGED PRIOR TO ANY EVENT TAKING PLACE.</b></p>
11	Publicity	Publicity for any exhibition is the responsibility of the artist.

12	Insurance	<p>The Stag will not provide insurance for exhibits, and this is therefore the responsibility of the artist. You are encouraged to seek your own insurance, which will enable you to exhibit in other venues. To take out any insurance you will need to provide the details below. In addition insurance details will need to be provided prior to any delivery / hanging. Where it has not, the exhibition will be UNABLE to go ahead unless at the exhibitors own risk and not that of the Stag.</p> <p>Please provide the following details:-</p> <ul style="list-style-type: none"> <li>• Total value of items on display</li> <li>• Value of single most valuable item</li> <li>• Total number of items on display.</li> </ul> <p>Your insurance value is considered to be your artist's price i.e. the money you receive if a work sells, before the Stag commission and VAT is added.</p> <p>If your work is not for sale we still need you to provide an insurance value.</p> <p>No item shall be removed from the exhibition by the exhibitor unless by prior agreement with the Stag management. Exhibitions must under no circumstances be removed before the agreed date and publicised closing date unless agreed by the Stag management.</p> <p>If any damage to the Stag property and / or equipment is caused due to the erection or dismantling of the exhibition, the replacement or repair costs will be passed onto the exhibitor.</p>
13	Public Liability and Electrical Equipment	<p>The artist and anyone assisting the artist must provide the following:-</p> <p>Proof of Public Liability insurance cover from either their insurers or insurance brokers confirming that they have Public Liability Insurance with a minimum indemnity limit of £5 million each and every claim. This will provide insurance cover for the artist for any claims for accidental damage or accidental injury caused to third parties or their property as a result of their negligence.</p> <p>All electrical equipment and tools is required to have been tested by a qualified person as per Health and Safety at Work Regulations and an approved label should be attached to the plug or lead and dated appropriately.</p>

		<p>Similarly any works of art with electrical components must also have this documentation.</p> <p>Please speak to a member of Stag staff if you need help with this matter.</p>
14	Exhibition Open Times	<p>Exhibitions will be open when the Stag is open to the public. Public Access* to the Stag is open from 10.00 a.m – 8.00 p.m. Monday to Saturday and from 12.00 p.m. – 8.00 p.m on Sundays.</p> <p>The Stag does not provide any stewarding for exhibitions but exhibitors are welcome to provide their own following negotiation with Stag management.</p> <p>Artists are permitted to hold a private view but this must be discussed with Stag management and is at their discretion. Any private view is the responsibility of the artist, arrangements for alcohol and soft drinks can be made at the Stag bar and also refreshments. Artists can also make their own arrangements for non drink refreshments.</p>
15	Exhibition Space	<p>Wall 6m x 2.2 m tall. 10 wires with 39 hooks. There is a need to be careful of the weight of art if any pieces are heavier than average please advise the Stag management.</p>
16	Transporting the Exhibition	<p>It is the responsibility of the exhibitor to transport the exhibition and any equipment needed to and from the venue.</p>
17	Hanging and Displaying the Exhibition	<p>It is the sole responsibility of the exhibitor to mount and dismantle the exhibition using their own tools and fixings required to use the Stag hanging system.</p> <p>Any unusual or particular display or hanging requirement should be notified in writing with your application and discussed with the Stag management. All work must be delivered and installed on the agreed dates within the slot.</p> <p>The artist must undertake to present the work for display framed, or to similarly professional level.</p> <p>If work requires more than two people to transport and install, the artist may be required to provide extra assistance and again when the exhibition is taken down.</p> <p>Artists are required to make good the space after use including tidying the surrounding area. Any artist not complying to this rule will not be permitted to exhibit at the</p>

		Stag again.
18	Storage Space	There is no storage space available for artists.
19	Feedback	All artists exhibiting at the Stag are asked to complete and return a feedback form (Appendix B) after an exhibition.
20.	Special Conditions	Artists are requested to conduct themselves at all times in a manner in which they would wish to be treated. Any person, group or organisation deemed to be using inappropriate language or behavior to a member of staff or public will be unable to use the Stag for creative purposes again.

## Appendix A

## 2. VAT on Art Commission

It is a Custom & Excise requirement that the standard rate of VAT (20%) is charged on the commission, following the sale of items from the exhibition VAT is charged on the commission only and not on the whole amount.

This is calculated as follows:

Artist Price (what the Artist expects to receive)

Plus, Commission on the sale of item at 20%

Plus, VAT at 20% on the Commission amount

The catalogue price is therefore the total of these amounts

Example:

Artist Price (what the Artist expects to receive)	£100.00
Commission on sale of item at 20%	£20.00
VAT at 20% on the commission amount	£4.00
Therefore the catalogue price is	£124.00

The Artist will receive what is expected (in example £100) the Stag will receive 20% commission ( in example £20) and VAT amount (in example £4.00) is paid to Customs and Excise via the Stag.

**Appendix B**

### 3. Art Exhibition – Feedback Form

The Stag Management welcomes feedback on all its facilities and particularly welcomes suggestions for improving its facilities. Please complete the following:-

Name	
Contact Details	
Dates of Hire	
Name of Stag Contact	
Stag Administration Services (booking system, paperwork etc)	(please circle the most appropriate) Poor          Good          Excellent
Stag Venue (hanging system, general facilities)	Poor          Good          Excellent
Success of exhibition in relation to sales	Poor          Good          Excellent
Would you consider using the Stag again to exhibit and sell art?	No          Maybe          Yes
Please supply any further comments – continue overleaf if necessary.	

Thank you for taking the time to complete this form please return to The Chief Executive, Stag Community Arts Centre, London Road, Sevenoaks, Kent TN13 1ZZ

**Appendix C**

#### 4. Exhibitor's / Artist Agreement

1	Name	
2	Address	
3	Contact Tel No (s)	
4	Email:	
5	Organisation Name if applicable	
6	Dates of slot agreed	
7	Installation date and time agreed	
8	Take down date and time agreed	
9	Insurance arranged and positive evidence of documentation provided	
10	2 price lists provided, including VAT & 20% commission	
11	Private view required? Date and times agreed	
12	Exhibitor has taken a copy of all documentation returned to the Stag.	

I agree to the terms and conditions relating to the exhibiting of art at the Stag Community Arts Centre.

Signed .....

Dated .....

Printed .....

**Appendix D**

### 5. Art Exhibitor Price List

Name of Artist: .....

Dates of Exhibition: .....

No	Title of Work	Artist Price	Stag Commission 20%	VAT at 20%	Final Price
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