

# Courtyard Arts and Community Centre

## Terms & Conditions: The Art of Printmaking 2020



### The Art of Printmaking

Hertford Theatre 3<sup>rd</sup> March – 4<sup>th</sup> April 2020

#### Exhibition

We will endeavour to accommodate all suitable entries subject to capacity. The gallery manager and team will curate the exhibition.

#### Start:

all artwork to be delivered to **Hertford Theatre - Monday 2<sup>nd</sup> March 2020, 10-11am.**

Artist not able to drop work at this time can drop of their work at Courtyard Arts during the week before the show (Tuesday-Saturday, 10am- 4pm).

All prints must be suitably framed with two mirror plates attached for fixing to exhibition panels. Clip frames are not acceptable.

Artists must outline if there are any specific instructions regarding the display and selling of work.

(Please note: when curating the show we may need to exclude some works due to available space. This will be avoided unless essential).

#### Finish:

all unsold work to be collected from Hertford Theatre on **Monday 7<sup>th</sup> April, 10-11am.**

Entry forms can be found at [www.courtyardarts.org.uk](http://www.courtyardarts.org.uk)

Email completed entry form to: [gallerymanager@courtyardarts.org.uk](mailto:gallerymanager@courtyardarts.org.uk) by the deadline date. Please attach jpeg images (300dpi) for each piece to be submitted.

#### Work not included in the exhibition

In the event of submissions not being included in the show, the gallery manager will contact applicants. No fee will be applicable for unselected works.

**Work not included in the exhibition to be collected from Courtyard Arts during the dates of the exhibition.**

#### Payment of Fees

The submission fee is £20 for 3 works, including private view event and refreshments. We will contact the artist regarding payment.

Work submitted for exhibition and not used in the show: £5 per will be deducted for each work we are not able to display.

#### Merchandise and Sales

Artists are welcome to make additional items available for sale at the exhibition, e.g. prints of editions featured in the show; other prints by the artist and/or cards.

Please email [gallerymanager@courtyardarts.org.uk](mailto:gallerymanager@courtyardarts.org.uk) with details of all additional items you wish to make available for sale, indicating the type, title (where applicable) and number of prints/cards. Supply these items with the print works for the show on **Monday 2<sup>nd</sup> March 2020.**

Additional items for sale will be displayed in a rack and the box office desk. Hertford Theatre booking staff will handle the sales and take payment from the buyers.

Courtyard Arts will deal with matters concerning the exhibition, information about sales and payment to artists.

A 30% Commission is charged on all sales.

#### Insurance

All exhibited work in the gallery is insured up to the value of £70,000 and individual pieces are insured up to £3,500. Our policy has an excess of £100. Courtyard Arts Centre or Hertford Theatre cannot pay for losses not covered by insurance. Video and other audio visual equipment is not covered by our insurance.

If your work is not covered by the above amounts then you must take out your own additional insurance. Any claim made against our insurance would be subject to the excess deduction.

#### Hertford Theatre Gallery

The gallery is fully staffed by box office staff (see Theatre website for opening times), with late opening when there are evening events at the Theatre.

Box office staff handle the sale of artworks and other items.

#### Publicity

Images and descriptions submitted with – or as part of - your application may be used by Courtyard Arts for publicity purposes. Courtyard Arts will produce a poster for the exhibition to be distributed to local venues, and will publish details online and via social media.

**Please address all queries regarding the exhibition to:  
Peer Towers, Gallery Manager  
[gallerymanager@courtyardarts.org.uk](mailto:gallerymanager@courtyardarts.org.uk) | tel. 01992 509596**