

# Cranleigh Arts Centre

## Cranleigh Threes 2018/19

### About Cranleigh Threes

Cranleigh Threes is an exhibition format to enable artists who would like to exhibit their work but may not feel as though they have enough work to fill the entire gallery. Artists can hire a third of the total space. (It may be possible to hire two thirds subject to demand). This format also provides the opportunity for artists to meet and exhibit with others working in an entirely different medium and who may not have previously met.

### Submission and selection

Work in any medium is eligible. You will be allocated a space which is equal to one third of the gallery hanging space (or equivalent area for 3D work). This is 5.5 linear metres.

### Preparing artwork for display

All artwork must be for sale, and bear a stocklist number and price\* attached to the back of the work. All artworks which are to be wall-hung, must have D-rings attached approximately 100mm (4 inches) from the top of the artwork, or proportionally-near the top of small artworks.

*\* Artwork cannot be sold without this number. You are required to send a full Stocklist to the Programme Coordinator at least a week before the start of your exhibition. Stocklists templates are available from the Programme Coordinator.*

### Fees and charges

A charge of £70+VAT for 2 weeks will be charged and is payable in full upon booking. This fee is non-refundable in the event of cancellation. In addition, a commission charge will be levied on all sales at the rate of 30%+VAT. Please bear this in mind when pricing your work. Please see our Exhibition pack for more information on pricing your work.

### Cards and "Browser Work"

Work for browsers should be suitably presented in a clear cellophane envelope and a label with the stocklist number and price attached to the back.

Cards are welcome - a small label with the stocklist number and price should be fixed to the back.

### Setting up and take down

Setting up will be on the Monday of the week in which your exhibition will commence, between 10am and 4.30pm. The Centre is open from 10.00am and closes at 4.30pm, Tuesday to Saturday. Work may be taken down at close of business (4.30pm) on the last Saturday of your exhibition.

### Sales and payment

A charge of 30%+ VAT commission is taken on sales.

Once the exhibition has ended we will email you a sales report and an invoice for our charges. We then need you to send us your invoice for any gross sales. The settlement will be the difference between the two. Please include your BACS details on your invoice as this is the easiest and quickest way for us to make any payment due. This will be payable 30 working days from the end of exhibition.

### Insurance

*Exhibitors are responsible for insuring their own artwork.* Cranleigh Arts Centre cannot be held responsible for damage, loss or theft of any artwork or possessions of the exhibitor.

### Hanging and Display

The gallery has a rail and cord system for hanging of artwork. Each cord can accept a maximum of 4kg in weight. All wall hung work must be appropriately presented to a professional standard. In the case of framed work, the frame should be fitted with D rings on the back approximately one third down from the top of the frame. A picture cord may also be fitted. Paintings on canvas stretchers should be fitted in the same manner. Clip frames and metal frames are not allowed. Wet or unstable work will not be accepted.

**Previews**

A Private View for the exhibition can be arranged with the Programme Coordinator.

**Publicity**

Cranleigh Arts Centre will advertise the exhibition in as many ways as possible. The success of the exhibition and the future of the Gallery at Cranleigh Arts Centre rests on local artists spreading the word, and encouraging as many people as possible to come to the exhibitions. Please remember that Cranleigh Arts Centre Gallery is for *all* local artists and crafts-people, and only your support, will ensure its future.

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