

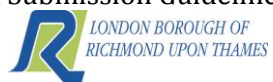


L.B.R.U.T.

EXHIBITION SUBMISSION PACK



The Stables Gallery and Riverside Gallery
Exhibition Submission Guidelines 2019-20



Thank you for your interest in exhibiting at The Stables Gallery or Riverside Gallery, Richmond. Please note that the galleries are currently programmed until January 2020.

For exhibitions beyond this date, artists are invited to submit a formal proposal which should include a brief summary of the proposed exhibition content, an artist's statement and CV, and digital images of work to be considered. All submissions should be made by

email to: chris.burton@richmondandwandsworth.gov.uk

For 2020, the final submission date for applications will be
September 2nd 2019.

Artists submitting proposals or requests for exhibitions are also asked to indicate any interest, skills or experience in public participation or commissioned work. We will then contact relevant artists when suitable projects or commissioned shows are in development

Please note that whilst there are approximately 6 exhibition opportunities per year available across the gallery spaces, we receive in excess of 40 applications. You will be notified by email as to whether your application has been successful by the end of September 2019.

ABOUT OUR GALLERIES

Orleans House Gallery - Main Gallery

Our main gallery space at Orleans House is not open to general submissions.

Orleans House Gallery - Stables Gallery

The Stables Gallery is annexed to Orleans House Gallery, and provides a smaller, yet principal space for exhibitions. Within the space we aim to present a variety of wide ranging styles and media, that demonstrate a balance between more conventional/traditional work, and work which may be more challenging or innovative.

Riverside Gallery

The Riverside Gallery is part of the Old Town Hall, in Richmond town centre. Close to the River Thames, it is centrally located and easily accessible by train and tube. Please note this gallery space is unstaffed and un-invigilated but has security CCTV camera coverage.

THE STABLES GALLERY

Submission and Exhibition Guidelines

- Exhibitions are not arranged on a 'first come, first served' basis. The programme of exhibitions for the year is determined by taking into account the suitability of the work for the space, whether the work is of the required standard and whether the exhibition is compatible with the exhibitions in the Arts Programme as a whole. Some exhibitions, however, may be specially commissioned to tie-in with particular local or national events.
- We try to ensure that a range of styles and media are displayed and a balance will be sought between more conventional/traditional work and work which may be more

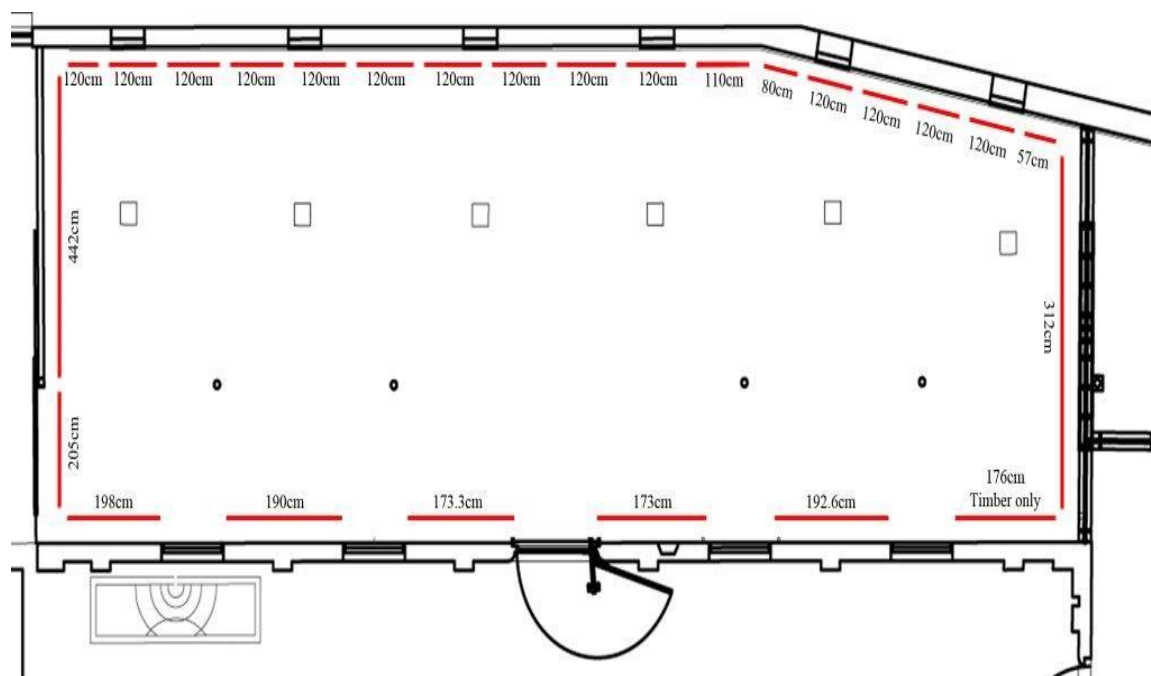
challenging or innovative. In addition, we are keen to support local artists or organisations in the London Borough of Richmond upon Thames.

- Artists can exhibit independently or as part of a group. When submitting work for an exhibition it is preferable if exhibitors can provide a brief summary/proposal with the title and/or theme.
- Exhibitors are responsible for hanging and dismantling their exhibition, subject to curatorial approval.
- Exhibitions are publicised on the Orleans House Gallery website and to subscribers to the Arts Service newsletter and social media channels. All other publicity and distribution, such as to the national and local press and non-Borough organisations, is the responsibility of the exhibitor.
- The design and printing of publicity material must take place through the councils document and delivery team, according to Orleans House Gallery brand guidelines. It is the exhibitor(s) responsibility to provide images and copy for publicity material in advance, subject to curatorial approval.
- Any catering and refreshment arrangements and costs for a launch event are the responsibility of the exhibitor(s).
- Education is central to the activities at Orleans House Gallery so we encourage all exhibiting artists to participate in at least one education workshop/event during the agreed dates or their exhibition. The gallery will meet all educational activity costs.
- There is no fee for exhibiting at The Stables Gallery but a **40%** commission is charged on all exhibition sales. Artists provide a price for their work, to which our 40% commission and VAT (on commission only) is added.

Artist's Price	Commission @ 40%	Net Price	VAT @ 20% on COMMISSION	Retail Price (VAT Incl)
£67.57	£27.03	£94.59	£5.41	£100.00
£100.00	£40.00	£140.00	£8.00	£148.00

- Sales of related items such as postcards and catalogues etc, may be sold through the Gallery Shop, in agreement with the Retail Co-ordinator. Sales commission will be applicable.
- All work exhibited will be insured by the London Borough of Richmond Upon Thames whilst it is in The Stables Gallery, up to a total value of £40,000.
- It is the exhibitor(s) responsibility to ensure that any electrical equipment is PAT tested prior to installation.
- If an exhibition is agreed, a contract will be issued, setting out the conditions and arrangements in detail which must be signed by the exhibitor(s) and the gallery.
- The sale of works in the exhibition will be arranged through Orleans House Gallery.

- The Stables Gallery is open all year round. Its opening hours are: Tuesday – Sunday, 10am - 5pm. Orleans House Gallery and The Stables Gallery are also open on Bank Holiday Mondays from 10am - 5pm.
- If you would like any further information on our forthcoming schedule, please contact Orleans House Gallery on 020 8831 6000.



THE RIVERSIDE GALLERY

Submission and Exhibition Guidelines

- Exhibitions are not arranged on a 'first come, first served' basis. The programme of exhibitions for the year is determined by taking into account the suitability of the work for the space, whether the work is of the required standard and whether the exhibition is compatible with the exhibitions in the Arts Programme as a whole. Some exhibitions, however, may be specially commissioned to tie-in with particular local or national events.
- We try to ensure that a range of styles and media are displayed and a balance will be sought between more conventional/traditional work and work which may be more challenging or innovative. In addition, we are keen to support local artists or organisations in the London Borough of Richmond upon Thames.
- Artists can exhibit independently or as part of a group. When submitting work for an exhibition it is preferable if exhibitors can provide a brief summary/proposal with the title and/or theme.

- The Riverside Gallery is uninvigilated and unstaffed, but there are security CCTV cameras in operation. Exhibitors are welcome to invigilate if they desire.
- Exhibitions are publicised on the Orleans House Gallery website and to subscribers to the Arts Service newsletter and social media channels. All other publicity and distribution, such as to the national and local press and non-Borough organisations, is the responsibility of the exhibitor.
- The design and printing of publicity material must take place through the councils document and delivery team, according to Orleans House Gallery brand guidelines. It is the exhibitor(s) responsibility to provide images and copy for publicity material in advance, subject to curatorial approval.
- Any catering and refreshment arrangements and costs for a launch event are the responsibility of the exhibitor(s).
- Education is central to the activities at Orleans House Gallery so we encourage all exhibiting artists to participate in at least one education workshop/event during the agreed dates or their exhibition. The gallery will meet all educational activity costs.
- There is no fee for exhibiting at The Stables Gallery but a **40%** commission is charged on all exhibition sales. Artists provide a price for their work, to which our 40% commission and VAT (on commission only) is added.

Artist's Price	Commission @ 40%	Net Price	VAT @ 20% on COMMISSION	Retail Price (VAT Incl)
£67.57	£27.03	£94.59	£5.41	£100.00
£100.00	£40.00	£140.00	£8.00	£148.00

- Sales of related items such as postcards and catalogues etc, may be sold through the Gallery Shop, in agreement with the Retail Co-ordinator. Sales commission will be applicable.
- It is the exhibitor(s) responsibility to ensure that any electrical equipment is PAT tested prior to installation.
- The sale of works in the exhibition will be arranged through Orleans House Gallery.
- All work exhibited will be insured up to the value of £40,000 by the London Borough of Richmond upon Thames whilst it is in the Old Town Hall (subject to certain conditions).
- If an exhibition is agreed, a contract will be issued, setting out the conditions and arrangements in detail.
- The Riverside Gallery is open Monday & Wednesday 9.30am - 7pm; Tuesday, Thursday & Friday 9.30am - 6pm and Saturday 9.30am-4pm. Sundays the gallery is closed.
- If you would like any further information on our forthcoming schedule, please contact Orleans House Gallery on 020 8831 6000.

