



Otter Gallery
University of Chichester
College Lane
Chichester
West Sussex
PO19 6PE
Tel: 01243 816098

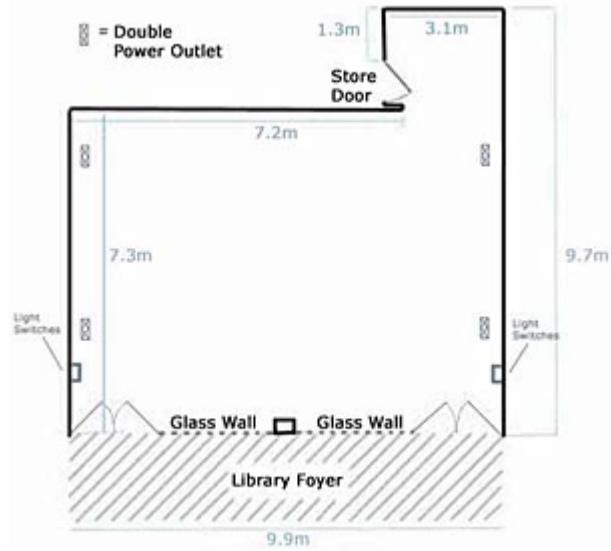
Terms and Contract for exhibitions and exhibitors 2011- 12

1. No charge will be made to exhibitors for use of the gallery.
2. The gallery will charge 30% Commission on sales of art works and publications unless agreed otherwise, if sales are applicable. Exhibitors must agree not to sell by private arrangement works exhibited during, and immediately after, the exhibition.
3. Financial support may be made available to contribute to the cost of producing publicity material e.g. invitation cards, catalogues or posters.
4. The Gallery will circulate information and publicity about the exhibition on a regional basis according to our existing lists. Exhibiting artists should be prepared to circulate additionally to more specialist requirements.
5. A private view can be organised if the artist wishes. Unless agreed otherwise the cost of drinks and other refreshments are the responsibility of the exhibitor although gallery staff can source and store them in advance. The gallery provides evening opening, staff to officiate, glasses, serving equipment and volunteers to serve.
6. The University of Chichester's insurance policy will cover works in the Gallery up to the value of £250,000 per item from the moment of arrival to departure including any storage required. However, artists should arrange for insurance to protect the works in transit to the Gallery if transport is not the Gallery's responsibility.
7. Security alarms are in place to protect the Gallery. During normal opening hours library staff are present in adjacent areas. Artists who wish to invigilate their own exhibitions are able to do so.
8. Artists are also invited to discuss, if they wish, providing educational activities for their exhibitions to the public and students of the University.
9. Photography by visitors will normally be permitted, unless specifically prohibited by the artist.
10. During the period of the exhibition the Gallery may organise educational and outreach activities but the artist can advise on planning these activities.
11. Artists will normally be responsible for making the arrangements and paying for transporting the works to and from the Gallery, unless particular alternative arrangements are agreed with the Gallery.
12. Storage space is extremely limited at the Gallery and must be agreed with the Gallery in advance. We prefer exhibitors to remove, store and return their own packing materials as required. The Gallery store is locked and alarmed.
13. The Gallery and store are continually monitored and data recorded for temperature and humidity. The store has a humidifier during the winter months and a dehumidifier during the summer months (set at 50% relative humidity with 5% plus or minus). The temperature is regulated by an air handling system for the Gallery and store within the main library building

(set at 19°C, with 5% plus or minus; Gallery humidity set at 50% RH). The lighting in the Gallery is provided by energy efficient spot lights and flood lights, the luxlevels of which are regularly monitored and recorded.

14. The Gallery staff and technician will advise and assist artists in hanging and dismantling the exhibition. Any display arrangements must be agreed with Gallery staff.

15. Artists are encouraged to visit the Gallery before arranging the details of the exhibition.



Height of Gallery: 2.6m

Please sign below and return to Laura Kidner (Gallery Officer) or Catharine Russell (Gallery Assistant) at the Otter Gallery to accept the above terms for your exhibition.

Artist's Name or Name of Contact representing the exhibition:

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Title of exhibition:

Exhibition Dates:

Delivery Date:**Collection/Return Date:**

Total Insurance value of exhibition:

Highest Value item and price :

Any special conditions to the loan? :

I accept the terms for the exhibition: (for completion by artist or co-ordinator)

Signature:

Date:

The Otter Gallery accepts responsibility for the exhibition's loan in the time span detailed above: (for completion by Gallery staff)

Signature:

Date:

