

## INTRODUCTION

### OPEN ALL MEDIA EXHIBITION

Dear Artist,

The Art Yard provides opportunities for all artists and crafts workers to show off their work. We offer spacious multi-use galleries and studios for exhibitions, Art Classes, crafts, demonstrations, visual /audio displays and even have a micro cinema facility, whilst the rear community hub is available for meetings with other people, to socialise or just for a quick chat over a cup of tea or coffee.

Included with this introduction pack are:

- Submission form
- Copy labels
- Exhibition Poster

#### ARTISTS ADDITIONAL INFORMATION:

##### Labeling of Work

Each piece of work should be clearly labeled (on the back) with your name & phone number, title of the work, medium used and price if you are selling, or marked NFS (not for sale).

##### Hanging Fees, etc

Standard 2D pieces up to <50cm in either direction = £5

Discount offer: Hang 5 standard pieces for the price of 4 = £20

**\*This discount ONLY applies to art pieces up to <50cm**

Larger 2D pieces over >50cm and up to <1m in either direction = £10

\* See our website for other sizes and full details - [www.mfaa.co.uk/gallery-studio-hire](http://www.mfaa.co.uk/gallery-studio-hire)

Crafts – fees dependent upon cost to customer.

##### Sales

A10% commission is payable on all sales.

##### Insurance

The Art Yard has public liability insurance cover; however, it is your responsibility to fully protect items you lodge at the galleries with your own insurance.

##### Making your exhibition a success

- Actively promote your own work and invite friends to look around the exhibition
- Distribute TAY's posters; follow us in Instagram, Facebook posts and YouTube.
- Encourage people to join our mailing list so they remain up to date with exhibitions and events
- Forward digital images of your submissions to help us with promoting your exhibition

##### Collection of work

When depositing work you will be given a receipt. Keep the receipt safe and produce it when collecting any unsold work at the end of the exhibition (see Submission Form for dates). Should you need to make other arrangements, please contact the gallery. \*See T&Cs re disposal of uncollected work.

We very much look forward to seeing your work and hope you enjoy what we believe will be a successful and exciting Exhibition.

\*View full Terms and Conditions and Privacy Policy at: [www.mfaa.co.uk/gallery-studio-hire](http://www.mfaa.co.uk/gallery-studio-hire)