Please complete this form to express an interest in exhibiting at the Cynon Valley Museum.

Completion of this form does not guarantee an exhibition slot.

We will contact you again to confirm whether you have an exhibition slot. We are regularly oversubscribed for exhibition spaces, so please bear with us.

We give preferences to local applications, and/or those who submit applications reflecting the values and ethos of Cynon Valley Museum Trust.

# Contact details

|  |  |
| --- | --- |
| Contact name |  |
| Exhibiting organisation or group (if applicable) |  |
| Contact number(s) |  |
| Contact email address |  |
| Website |  |
| Social media links | Twitter |  |
| Facebook |  |
| Instagram |  |
| Other |  |

# Proposed exhibition

|  |  |
| --- | --- |
| Title (can be working) |  |
| Themes/inspiration |  |

# Logistical arrangements

|  |  |
| --- | --- |
| Duration (minimum 2 weeks) |  |
| When are you available (2019)?  |  February 2020 March 2020 April 2020 May 2020 June 2020 |  July 2020 August 2020 September 2020 October 2020 November 2020 December 2020 |  January 2021 February 2021 March 2021 April 2021 May 2021 |
| Average size of your work |  |
| Medium/format of your work |  |
| Would you like to be considered for the museums Annual Open Exhibition (theme) |  |
| Is your artwork for sale? If yes, please provide a rough price range.\*note the CVMT charges a 30% commission on sales  |  |
| Approximate number of works to show |  |
| Would you prefer to exhibit in the Oriel Space or Mezzanine Gallery? |  Oriel Space Mezzanine\*please refer to the exhibition guidelines in this choice. Please note we cannot guarantee this choice |
| Is any of your content likely to be evocative? For example is any material likely to be deemed offensive or contain mature content?\*note this will **not** affect your application outcome |  |
| Will you require plinths? |  |

# Exhibiting history

|  |
| --- |
| Please provide details of previous exhibitions (max. 5 years) |
| Date | Location and details (please include links if they exist) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Artistic Statement

|  |
| --- |
| Please provide an artist statement outlining yourself e.g. your influences (max. 250 words). Please also attach between 2 and 5 photographs of your work to help us. This will be used in publicity for the exhibition.  |
|  |

|  |
| --- |
| Please outline how your exhibition, reflects the values, of Cynon Valley Museum Trust, which are Progressive, Ambitious, Flexible, Representative and Participatory  |
|  |

|  |
| --- |
| Please outline how you would like to embed community engagement/participation in your exhibition.  |
|  |

|  |
| --- |
| Do you need access to the collection held at the museum at any stage of the exhibitions development or during the exhibition? Please outline if so, how you would intend to use the collection and how much time you would need |
|  |

# Terms and conditions

Please read these exhibition terms and conditions carefully. If you are selected to exhibit, these terms and conditions will apply.

## Non-returnable bond

There is a weekly non-returnable bond for the Galleries, as below:

|  |  |
| --- | --- |
|  |  |
| Oriel Space | £30 |
| Mezzanine Gallery | £25 |

This can be offset against any commission from exhibition sales during your exhibition. Shop sales will not contribute to this. Commission will only be taken when commission exceeds the non-returnable bond.

For example, for a four-week exhibition in the Oriel Space:

Non-refundable bond £120

Exhibition sales £130

Commission £39 (not taken)

£130 returned to artist within 30 days of the end of the exhibition.

For example, a three-week exhibition in the Mezzanine:

Non-refundable bond: £75

Exhibition sales: £330

Commission: £99 -£75 bond = £24

£306 returned to artist within 30 days of the end of the exhibition.

This bond must be paid **3 months** before the agreed start date of your exhibition.

We will never suggest an exhibition slot longer than that you have requested in this document but may contact you to suggest a shorter slot (depending on applications). We will endeavour to match your request when possible.

## Sales

Commission on all sales during the exhibition are charged at 30%. Payments will be made of 30% of the sale price within 30 of the end of the exhibition via BACs. During the exhibition, all sales must be made through the Museum Shop.

For the duration of the exhibition, artists are welcome to stock associated work in the Museum Shop (prints, cards, homeware, etc). Shop sales are also charged at 30%. Shop sales do not contribute to discounting the non-refundable bond.

## Opening events

We are able to offer opening events for your exhibition if you wish. This can be arranged once an exhibition slot has been confirmed.

Exhibition openings are charged at the cost of £30 for two hours on either a Friday or Saturday evening. This does not include catering.

Catering is through the café on site at the museum, all catering must be booked through the museum not the café. Catering can be conducted for a set price or on a per person basis.

## Other events

We welcome exhibiting artists and groups to run events through their exhibitions. Daytime events (between 10am-4pm Tuesday-Saturday) incur no charge. Please inform us of any events you are planning so we can schedule our programming accordingly.

## Insurance

The CVMT’s insurance does **not** cover works on display at the museum temporarily. We recommend that exhibiting artists and groups have their own public liability insurance. Anything left in the gallery is left at the owners own risk.

Use of Electrical Items

All technology must be PAC tested or be under one year old, the CVMT can provide PAT testing for a charger per item tested. PRICE

## Cancellation

If you do need to cancel an exhibition, please let the CVMT know as **soon as possible** so we can arrange a replacement exhibition.

If the exhibition is cancelled within 3 months of the agreed start date, the bond will not be returned.

## Marketing

Included in the fee for exhibitions, the CVMT can provide:

* Up to 100 posters or leaflets (we can print A3, A4 and A5)
* A Facebook event for the exhibition and for the opening (if applicable).
* Exhibition shared in our Friends newsletter and monthly ‘What’s On’.

The CVMT can also support exhibiting artists with a local press release (if applicable).

Past the limits above, we can also provide leaflets and posters printed at the prices:

A5 print 5p per print

A4 print 10p per print

A3 print 20p per print

The CVMT will share the exhibition with as many of it’s networks as possible. Exhibitions are more successful when artists also share to their networks to the fullest extent

## Exhibition delivery and installation

Work must be delivered and installed at a time agreed by both the exhibiting artist and CVMT. Generally, exhibitions are installed on Wednesdays/Thursdays (to open Fridays) and are broken down on Mondays/Tuesdays.

The CVMT **does not** have storage space for work either before or after an exhibition.

Please supply a full list of works in the exhibition including prices a week before the agreed start date of the exhibition.

For fragile or 3D work, please provide an individual ‘packed’ cardboard box for each piece, so buyers can transport work home safely.

No work sold should be removed from the exhibition before the agreed end date unless agreed with the exhibitor beforehand. CVMT will hold buyers contact details to notify them when the exhibition has ended.

Artists are responsible for the installation and break down of exhibitions.

## Your commitment

All work submitted must be your own original work; not copied or reproduced from copyrighted sources or the work of other artists living or dead.

Work must be stable, safe and secure when on display and the CVMT reserves the right to remove or not display work that is not secured displayed.

Sharing and promoting the exhibition through your networks.

The Cynon Valley Museum is a community led museum, they are our foundation, community engagement and participation are fundamental parts of our identity, and the partners we work with.

## CVMT’s commitment

To provide clean, well presented and high standard exhibition spaces to the artist.

Promotion of the exhibition through our social medias, Friends network and usual marketing techniques.

Provision of leaflets or posters and online marketing (as outlined above)

Provide price labels for all work (providing lists have been sent to the Museum in time).

## Data Protection

Any data collected for the purpose of the exhibition will be kept in accordance with GDPR 2018. We will keep your data for 2 years after the exhibition ends then it will be destroyed, unless you have requested its destruction prior to the end of the two year period.

# Exhibiting guidelines

## Oriel Space

* Installation is on a Thursday or Friday (please arrange with CVMT)
* Exhibition breakdown is on a Monday or Tuesday (please arrange with CVMT)
* Artists are responsible for hanging their own exhibitions
* Walls in the Oriel Space are flexible. Some small walls can be moved. Consult with CVMT staff before moving walls.
* Please bring all equipment you need in order to install the exhibition.
* Plinths available

## Mezzanine Gallery

* Installation is on a Thursday or Friday (please arrange with CVMT)
* Exhibition breakdown is on a Monday or Tuesday (please arrange with CVMT)
* Artists are responsible for hanging their own exhibitions
* Walls cannot be drilled into.
* Please use the existing hanging system **do not drill into the walls**.
* There are 70 wires available for hanging art works.
* The hanging system requires all hung works to be hung via a hook attached to the frame please ask CVMT for an example of the hanging system,
* You are welcome to use non-damage systems such as Command Strips. Do not use blu-tac or double-sided tape as this leaves a residue for other exhibitions.