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

Completion of this form does not guarantee a space in the exhibition.

We will contact you again to confirm whether your application has been approved.

# 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

|  |  |
| --- | --- |
| Theme | **Power** |

# Logistical arrangements

|  |  |
| --- | --- |
| Average size of your work |  |
| Medium/format of your work |  |
| Is your artwork for sale? If yes, please provide a rough price range.  \*note the CVMT charges a 30% commission on sales |  |
| 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) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Artist statement

|  |
| --- |
| Please provide an artist statement outlining you and your work (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. |
|  |

# Terms and conditions

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

## Entry fee

There is a £5 entry fee per artwork. This can be paid by cash, cheque or BACS online payment.

## 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.

## 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.

## Cancellation

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

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

## 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. 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.

If you are interested in running events or workshops, please have a chat to us about the facilities available. ‘Meet the Artist’ gallery tours are a popular way to boost sales during exhibitions. Please discuss this with us if are interested.

## 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

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 Data Protection Law. We will keep your data for 2 years after the exhibition ends then it will be destroyed.

# Exhibiting guidelines

## Oriel Space (Lower Gallery)

* Installation is on a Tuesday or Wednesday (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.
* We have some equipment but please bring everything 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 is a limit to the capacity of the hanging system so please consult with CVMT staff about how many pieces you can display.
* The hanging system generally requires work to be framed or have a hook on the back. Please string frames one third down from the top or with cord or wire via D strings.
* 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.

**Please Sign to confirm you have read the above and if you are selected to exhibit will agree to follow the terms**

Exhibitor……………………………… Date: …………………………

Exhibitor……………………………… (signature)

Representative of CVMT……………………………… Date: …………………………

Representative of CVMT…………………………….... (signature)