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, or those which tie into programming for the year.

# 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 2024. 2025  | □ January□ February□ March□ April□ May□ June | □ July□ August**□** September□ October□ November□ December |
| 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  |  |
| Approximate number of works to show |  |
| Would you prefer to exhibit in the Lower Space or Mezzanine Gallery? | **□** Lower (Ground floor)□ Mezzanine (Upstairs)\*Please refer to the exhibition guidelines in this choice. Please note we cannot guarantee this choice |
| Is any of your content likely to be provocative?E.G is any material likely to be deemed offensive or contain mature content?This will not automatically affect the decision to stage an exhibition but we do have to consider the potential impact (i.e case-by-case basis). |  |
| 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.

## Non-returnable bond

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

|  |  |
| --- | --- |
|  |  |
| Lower Gallery Space | £42 |
| Mezzanine Gallery | £30 |

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 Lower Gallery:

Non-refundable bond £168

Exhibition sales £130

Commission £39 (not taken by CVMT)

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

or

Non-refundable bond: £168

Exhibition sales: £200

Commission: £9.60 (taken by CVMT)

£190.40 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 £36 for two hours on either a Friday or Saturday evening. This does not include catering. Please contact us to discuss your options for catering.

## Other events

We welcome exhibiting artists and groups to run supporting events within their exhibition space. 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 an exhibition, please let the CVMT know as **soon as possible** so we can arrange a replacement exhibition or exhibitor. Any cancellations within three months of the exhibition taking place will incur a 50% charge of the bond fee, cancellations within 1 month will incur a 100% charge of the bond fee.

## 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).
* Promotion of the exhibition through our regular marketing channels.

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 its networks as possible. Exhibitions are more successful when artists are also able to do this.

## 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 Tuesdays. We aim to be as accommodating as possible with this aspect but occasionally, our exhibition schedule is not able to be flexible.

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 securely displayed.

To share and promote 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.

To promote the exhibition using our regular marketing channels.

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

# Exhibiting guidelines

## Lower Gallery

* Installation is on a Tuesday or Wednesday (please arrange with CVMT)
* Exhibition breakdown is on a Tuesday (please arrange with CVMT)
* Artists are responsible for hanging their own exhibitions
* Walls in the Lower Gallery are flexible. Some small walls can be moved. Please consult with CVMT staff before moving walls to ensure the space remains safe and accessible for users.
* We have some equipment but please bring everything you need in order to install the exhibition.
* Limited plinths available – please contact us at least 1 month in advance witih your requirements.

## Mezzanine Gallery

* Installation is on a Thursday or Friday (please arrange with CVMT)
* Exhibition breakdown is on a 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 or affix with blu-tack (or variants of) / double-sided tape**.
* 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 variants of) or double-sided tape as this leaves a residue for other exhibitions.