

Exhibition Information and Guidelines

Please read carefully before you fill in your submission form

- The aim of the exhibition is to showcase, promote and celebrate recent work by local artists.
- The Green Man Gallery will promote the exhibition and the artists involved however exhibiting artists are also expected to promote their work and the exhibition to their own networks and on websites/social media in order to increase footfall and make the most of this opportunity.

General Terms and Conditions

- The exhibition is for any artist over 18, professional or amateur, who lives or works in Derbyshire and the Peak District borders. (Staffordshire, East Cheshire, South Yorkshire etc)
- You can submit 2D or 3D work in any medium that is suitable for exhibition at The Green Man Gallery.
- We welcome painting, drawing, print-making, mixed-media, photography, textiles, ceramics and much more. If your work can be hung on a wall or displayed on a table, we would love to exhibit it.
- Unfortunately we don't have the capacity to exhibit film, sound installations or other digital media.
- Work must have been created within the last 3 years
- **Size of work:** 2D work maximum size: W 36" (91.5cm) H 54" (137cm) including frame if any
3D work: please state dimensions of the work and of the display space required on your submission form. (NB The gallery has very few plinths.)
- **Maximum 2 submissions per person, depending on size.** We may only have room for one piece if your work is very large. Small pieces of work (2D and 3D) which can be displayed in a group may count as one submission. We will advise you in our acceptance email.
- **Submission fee:** There is a fee of £5 per submission, payable on receipt of our acceptance email.
- **Sale of work:** 30% commission is payable to The Green Man Gallery on any work sold during the exhibition. Payment will be made to artists no more than two weeks after the end of the exhibition.
- **Promoting your work:** Exhibiting artists must provide a short statement which will be included in the catalogue. Artists are welcome to bring promotional materials (e.g. business cards, flyers) for display during the exhibition.

How to make a submission – Deadline 1st March 2020

1. Complete the Submission Form online and return it by **Sunday 1st March** at the latest. Space in the exhibition is limited so you are advised to return your form as soon as possible.
2. Email one high resolution photograph of each 2D work and several photos from different angles of 3D work to Caroline Small: hello@thegreenmangallery.com Please take photos in good light. Daylight is best unless you have lights with daylight bulbs. Work to be exhibited under glass should, if possible be photographed without the glass.
3. We will confirm your inclusion in the exhibition by email. You don't need to pay anything until we send you this invitation to exhibit.

Delivering your work to the gallery – Saturday 14th to Monday 23rd March 200

1. 2D work must be **framed and strung**, ready for hanging. Please do not attach mirror plates unless your work is very heavy. **We cannot hang clip frames.** Canvases can be hung unframed but they need to be properly strung before delivery. If unsure, please ask.
2. 3D work: please supply everything needed for display (e.g. a stand if not free-standing).
3. Wrap your work well to protect it (e.g. in bubble wrap) and **put a label with your full name on the outside of the packaging.**
4. Please note, the gallery is closed on Thursdays. Opening hours in March are: Monday 10.30am-1.30pm; Tues, Wed, Fri & Sat 10.30am-4.30pm. Sunday 11.30am to 2.30pm.
5. We will ask you to sign our Terms and Conditions when you deliver your work.

Security and safety of art work

- Artists must ensure that fixings, hanging cords etc are appropriate for the size and weight of the work and are attached securely. The Green Man Gallery staff will take great care when carrying, storing and displaying art work. **NB We cannot accept work in clip frames**
- Artists must ensure that all items are safely wrapped/packaged and labelled when delivered.
- Gallery staff will do everything possible to ensure that art work is safe and secure while on display or in storage however all items are left at the artist's own risk.
- The Green Man Gallery reserves the right to refuse art work which is unsafe or unsuitable for public exhibition.

Celebrate!

- All exhibiting artists will receive a free ticket to **The Spring Gathering Social and Networking Event** on **Friday 27th March** from 6.30 to 9pm. This will include a light buffet. Wine, beer, soft and hot drinks will be available for donations.
- Further tickets can be booked through the gallery at £5 each to cover the cost of the buffet. **There may not be any tickets available on the door so please book in advance.**

After the exhibition

- The exhibition will be taken down by gallery staff on Thursday 23rd April. Unsold work will be put back in its original packaging and stored in a locked store room until you collect it.
- You can collect your work from Friday 24th April to Friday 8th May. Please check our opening times before you come.

Contact for all queries

- Caroline Small (Events Manager)
- Email: hello@thegreenmangallery.com
- Direct phone: 01298 72068 or 07940 333352 (mornings & evenings only) but email preferred.

What will The Green Man Gallery do for you?

The gallery will:

- Hang/display your work on Thursday 26th March 2019
- Ensure that the exhibition is open at the times stated
- Promote the exhibition to gallery visitors
- Produce a simple exhibition catalogue which will include artists' statements and contact details along with titles of work and prices
- Create a poster to advertise the exhibition
- Print and display posters around Buxton
(Exhibiting artists will be sent the poster as a pdf and should also print and distribute copies as widely as possible)
- Advertise the exhibition and related events as follows:
 - on websites: The Green Man Gallery, Visit Peak District, Explore Buxton and Arts Derbyshire
 - on The Green Man Gallery Facebook page and other arts pages on FB
 - via Twitter and Instagram
 - to the gallery mailing list (1,300+ subscribers);
 - in Artsbeat and Pure Buxton magazines
 - via a press release to the Buxton Advertiser (Please note, there is no guarantee that the Advertiser will include this but we always try!)

IMPORTANT

The Green Man Gallery has no paid staff and a very small marketing budget. You are strongly advised to do as much promotion as you can, as widely as possible, through print publicity and online, and in particular to send invitations to people/galleries who you would like to see your work.

- Participating artists are also invited to take part in an **Artists At Work** day on Saturday 4th April.
- We will send more information about this opportunity with our acceptance email.

The Green Man Gallery, Hardwick Hall, Hardwick Square South, Buxton SK17 6PY
Tel: 01298 937375 or 07977 956707 Email: hello@thegreenmangallery.com

The Green Man Gallery is the trading name of Bridgehead (Arts) Ltd
A not for profit company registered in England and Wales. No. 04433508

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