



# Gallery Space Exhibition Application

- Exhibition:** Call for exhibition proposals of original visual art, craft, photography and video.
- Venue:** Wedge gallery and project space.
- Eligibility:** Open to all individuals and groups of artists.
- Entry:** By submission of the Application Form and images to the Wedge Committee. Entries must comply with the Conditions of Entry attached.
- Selection:** A panel including Wedge Curator, Technical Director, Director and Education Liaison will consider the entries and select an individual or group to exhibit. The panel's decision is final.
- Entry Fee:** No fee applicable although the successful applicant will be expected to cover any costs associated with presenting their work (equipment framing etc) and may be asked to undertake workshops/talks etc as part of the Wedge education programme.

## SUBMISSION PROCEDURE

You are welcome to discuss your exhibition ideas with Directors, Benjamin Sephton-Smith or Andy Nash before a submission is made; contact them on 01543 301100 or via email: [benjamin.smith@southstaffs.ac.uk](mailto:benjamin.smith@southstaffs.ac.uk) or [andy.nash@southstaffs.ac.uk](mailto:andy.nash@southstaffs.ac.uk).

We recommend that you visit the gallery and look at the exhibition space available. The panel will consider proposals in the context of the space and any stated thematic considerations. You need to consider whether your exhibition idea will fill the space available and whether the work will physically fit into the building. You also need to consider your exhibition's theme, number of works included, interpretation and the overall display requirements. For exhibitions that require equipment you must provide the equipment necessary, we are able to advise you on this matter.

Send the completed Application Form to the address below including images of your work on disk, slides, photographs or video, which must be clearly labelled with your name, size and title. If you propose to make new work for the exhibition please enclose a detailed exhibition proposal and images of recent work as an example. Please include any supporting information about yourself or your organisation.

A decision will be based on the Application Form and images only, not the reputation of the individual or group. It is in your interest to enclose good images and supporting information. Please retain a copy of the Application Form for your reference.

**Completed Application Forms must be returned as soon as possible to ensure an early decision.**

**Return entry forms to: Benjamin Sephton-Smith  
& Andy Nash  
Wedge  
South Staffordshire College,  
Lichfield Campus,  
The Friary, Lichfield  
WS13 6QG  
Tel 01543 301182**

You will be notified by post of the selection panel's decision. The successful applicant will be required to provide copy and an image for exhibition marketing as soon as possible thereafter.

# Gallery Space Exhibition Application Form



To be returned to Wedge gallery 3 months before open.  
Please retain a copy for your files.

**PLEASE PRINT IN BLOCK CAPITALS.**

ARTIST AND/OR ORGANISATION NAME:

ADDRESS:

TEL: DAYTIME

MOBILE:

EMAIL ADDRESS:

EXHIBITION TITLE:

MEDIUM(S):

On a separate piece of paper please provide the following:

1. A description of your proposed exhibition including a summary of the content and the ideas/themes informing your work.
2. At least 4 good quality images of work to be included in the proposed exhibition.
3. The purpose of the exhibition in terms of your career development and why you want to show at Wedge.
4. Information about any new work you propose to make for the exhibition.
5. The number of works to be exhibited with sizes including a description of any complex works or equipment needed (to be provided by the artist).
6. The approximate value of the exhibition.
7. Information about any funding you have obtained or plan to apply for in connection with the exhibition.
8. Whether the work on display will be for sale or not.

Please also comment on the following:

9. What is the aim of your exhibition?
10. Is the exhibition focused on a particular audience and how will you help Wedge attract new audiences into the gallery?
11. What opportunity is there for educational activities alongside your exhibition, for example artist talks, family activities, activities for schools? Are you able to offer any of these services?

Information enclosed (PLEASE TICK)

CV   Artist Statement   Disk   Slides   Photographs   Other (Details).....

I accept the Conditions of Entry for Wedge gallery and project space and declare that I am eligible to enter.

Signature .....

Date .....

### Monitoring Information (optional)

Are you Male / Female   Age:   Are you disabled? Yes / No

How would you describe your ethnic origin?

African / Bangladeshi / Caribbean / Chinese / Indian / White / other (please state)

# Gallery Space Exhibition

## Application Form

Please retain a copy of this for future reference.



### ELIGIBILITY

Open to any individuals or artist groups. All entrants must be over the age of 16 years on 30<sup>th</sup> October. Exhibitors can only show in the gallery space once a year.

### INSURANCE TO BE ARRANGED BY THE ENTRANT

Works are submitted for selection at the owner's risk. The works will be kept securely and handled with due professional care, but neither the Gallery, the College or its employees accepts liability for loss or damage during the storage, selection periods and exhibition, unless such loss or damage is caused by the negligence of the Gallery, the College or its employees.

### ARTIST INFORMATION:

The artist/group must provide information about themselves and their practice when required for publicity. They must also provide a full list of the works to be exhibited including: label information, insurance values and sales prices a month before the exhibition opens.

### PUBLICITY

The Gallery will produce a press release and distribute to regional and local press, this will be based on text supplied by the artist. The Gallery reserves the right to photograph exhibits for education and publicity purposes. Copyright will be acknowledged in appropriate cases.

### TRANSPORT & COLLECTION

The entrant is responsible for delivery and collection of works. Collection is by negotiation with Gallery staff and will usually be the Saturday at the end of the exhibition slot.

### INSTALLATION

All work should be prepared for installation and must comply with Staffordshire University and South Staffordshire College's Health and Safety policy. The artist must be prepared to work with gallery staff to install their exhibition by negotiation.

### INVIGILATION

The entrant is responsible for arranging a full programme of invigilation. If such arrangements are not made then South Staffordshire College, Staffordshire University and Wedge will accept no liability for theft or damage caused during times where the space is left unattended.

### DE-INSTALLATION

The entrant is responsible for the fabric of the space post de-installation, all holes and blemishes caused by the exhibition to the surfaces within the exhibition space must be rectified on the day work is removed from the

space. The gallery will provide tools and materials to rectify any such issues; it is the entrant's responsibility to carry out the work needed to ensure the space is installation ready.

### SIGNAGE

The Gallery will produce labels, information panels, and gallery handouts if required, based upon text provided by the artist.

### SALE OF WORK

Should the artist choose to make their work available for sale a full artist price list must be provided four weeks before the opening of the exhibition.

### Administration of sales

#### Commission

Wedge currently takes no commission of the retail price from any works sold during the exhibition although this may change in the future.

#### Payment

Payment for sales will not be administered by South Staffordshire College during or after the exhibition.

### EDUCATION

Any special events including workshops, talks and activities are welcome but must be agreed with gallery staff prior to the exhibition. As part of this agreement the gallery may also request artists have an input to its in house education programme.

### CORRUPTION CLAUSE

Wedge may cancel the Agreement and recover any resulting losses from the Artist, if the Artist, its employees or agents, with or without its knowledge: (1) improperly offers or gives anyone anything in order to influence the way in which any agreement with the Wedge is given, completed or carried out; or (2) commits any offence under the Prevention of Corruption Acts 1889 to 1916 or section 117 (2) of the Local Government Act 1972.

### FORCE MAJEURE

Neither party shall be liable for any default due to any act of God, war, strike, lock-out, industrial action, fire, flood, drought, tempest or other event beyond the reasonable control of either party. If force majeure continues for a period of more than 90 days either party shall have the right to terminate this agreement forthwith without liability for damages or costs.

### THIRD PARTY RIGHTS

Unless expressly stated nothing in the agreement will create rights under the (Right of Third Parties) Act 1999 in favour of any one other than the parties to the Agreement.