

# THE WORKHOUSE

ORIGINAL ART AND HAND-CRAFTED GIFTS

5 Ashton Square  
Dunstable  
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## EXHIBITING TERMS AND CONDITIONS

### The Workhouse Ethos

- Drop in to our inviting and quirky space to find original art and handcrafted gifts; take a creative workshop; mingle with local artists and join our friendly community.
- Discover stylish art for your home and unique gifts for your friends and family (or a cheeky treat for yourself)
- Browse unique and regularly changing art displays
- Look out for our artists in action (the paint may still be wet!)
- Take part in our programme of creative workshops, for all levels
- Enjoy our lively hub where artists and seekers of beautiful things meet and mingle
- Become a part of our supportive creative network
- **Enter The Workhouse Dunstable ...where all new inmates are welcome**

### OUR TERMS

1. The exhibition will be open for visitors on Tuesdays - Saturdays, 10am-5pm. Exhibitors are welcome to help staff the gallery and this would enable an opportunity for artists to generate discussion with, and gain feedback from, visitors and customers.
2. The curators' decision over the acceptance and display of work is final and we will not enter into any discussion.
3. Your work is accepted in The Workhouse gallery space for as outlined in the acceptance
4. The Workhouse will take 20% commission on all sales in this Exhibition. Upon the sale of your work, the retail price less the gallery commission will be paid to you within 30 days of the end of your exhibition period. This will be done by bank transfer, please ensure that your bank details are on the submission form.
5. The Artist/Supplier agrees to allow The Workhouse at its discretion to offer a discount on the Retail Price to effect a sale. The corresponding Cost Price to the Artist/Supplier and The Workhouse commission will therefore also be reduced by the same percentage. In any event the Cost Price will not be reduced by more than 10%. This is only used in rare circumstances (usually for big or multiple sales) and only when it is felt necessary in order to achieve the sale.

6. Customers will be allowed to leave a Deposit on an item - a red dot will be displayed on the item's label. Customers will be asked to make the balance of the payment by the end of the relevant Exhibition period.
7. All artwork in The Workhouse gallery remains the property of the artist/maker until it is sold. Sales proceeds less commission are the property of the artist.
8. If an exhibiting artist is commissioned to make a piece, where initial contact was made through the gallery, commission of 15% is payable to The Workhouse by the artist.
9. Pricing of art pieces is the responsibility of the artist, although we will offer advice if we consider your work to be either over or underpriced.
10. We will select where in the gallery the work is placed for curatorial, safety, security or marketing reasons, and re organise the display as we consider necessary.
11. Framing (please pay special attention). We hang work on the wall from a flexible hanging system of hooks hanging from rails. We do not put nails or screws into the walls. It is important that frames are robust, - no loose fixings, no clip frames, and nothing is broken. Professional framing of your work will help its presentation and sales potential. We recommend that 'D' rings are screwed into the back of the frame no more than one third of the way down from the top. Deep box frames do not generally hang well on our system, but may sit on shelves – please discuss with us in advance. Please consider the design of the frame too – very ornate frames are difficult to fit in with other work. You are selling a complete artwork to the customer which includes the frame so it has to be of sellable quality. Our decision on individual framing will be final.

We can hang some work unframed. Canvases on stretchers can be hung from D rings attached to the stretchers at the back. Works on paper or card can be hung from the hooks using bulldog clips. Textiles can be hung from a rod through a sleeve at the top, with a ring at each end of the rod. If you have any queries please discuss with us in advance.

12. You may have up to two works in the browser, maximum A2 in size. Giclee reproductions of original paintings may be considered for the browser. Each must have a cardboard backing and be covered in clear cellophane. The name of the artist, title of work, medium and price should be on a label on the back. Up to 10 greetings cards will also be accepted for sale and should be in a cellophane envelope with the artist's name and price on a label on each card.
13. It is the artists' responsibility for delivery of work to The Workhouse, and for collection or re-delivery to the artist when the exhibition ends: dates, delivery responsibilities, transport costs; insurance and packing all costs to the artist. Whilst the utmost care will be taken of all work submitted, The Workhouse will not be liable for any damage to, or theft of, work and artists are strongly advised to arrange their own insurance for works submitted. We have no storage facilities. Please bring and collect your work at the times we specify.

On delivery you may leave your protective packing with the Gallery but PLEASE ENSURE IT IS CLEARLY LABELLED WITH YOUR NAME and, if this specifically relates to a particular item or your work. This will aide us during takedown and in the protection of your work from possible damage.

14. We publicise and advertise the gallery within the resources available to us. This includes the website, emailings to our expanding mailing list, social and print media. This may include special events. However, we encourage artists to supplement this by carrying out their own publicity.
15. For publicity purposes we ask each exhibitor to provide *up to 5* high resolution jpg images in square format, of their works in the exhibition. Please email these images and include *Name, Title, Medium, Price* in each of the file names. This offer is included in your submission fee.
16. Please provide an Artist's statement in A4 format for the Gallery's Profile Folder.
17. Standard copyright practice is adhered to. The artist, by accepting the terms and conditions, confirms that all work submitted is their own. The gallery shall not be liable for infringements of copyright by the artists. By signing the submission form, artists give consent for use of images of their work for promotional purposes and for publications produced by The Workhouse.
18. The Artist/Supplier and The Workhouse must promptly notify each other of any changes in address or contact details.

**PLEASE SIGN YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS ON YOUR SUBMITTED STOCK SHEET**