



MORAY ART CENTRE
 The Park
 Findhorn
 Moray
 IV36 3TA

MORAY ART CENTRE

Exhibition Agreement incorporating Exhibition Policy & Procedures

Moray Art Centre	Artist/Artists
Contact Name	Contact Name
Address	Address
The Park, Findhorn, Forres, IV36 3TA	
Telephone	Telephone
01309 692426	
Email	Email
info@morayartcentre.org	

The Exhibition Exhibition (Insert title & description)	
Exhibition Programme Strand	

Duration	
Date of Private View	
Date of Public Opening	
Date of Closure	

Delivery & Installation	
Date(s) of Delivery	
Date(s) of Installation	
Date(s) of Collection	

Payment (if applicable)							
No. of Weeks		Total Costs		Deposit		Paid	

Moray Art Centre is a charitable company limited by guarantee.
 Company registered in Scotland No: 187739. Scottish Charity No: SC028270

Introduction

Moray Art Centre is a venue for temporary exhibitions; it is not a collecting organisation. We invite the exhibition of 2 and 3 dimensional artwork, in a variety of media. Moray Art Centre also curates educational and historical exhibitions, with artwork borrowed from private and public collections. Duration of exhibitions will vary and will be dependent upon the relevance of the work, the audience demand and our own programme schedule. Exhibitions may be made available for touring venues throughout the UK and internationally. Entrance to all exhibitions is free of charge to the public.

Policy Statement

Our aim is to exhibit artworks of beauty to teach and advance aesthetic understanding and appreciation in the visual arts. This may include didactic historical exhibitions from other museums and galleries, artwork by contemporary local, national and international artists, artwork created by arts and crafts groups and also by children and young people.

In order to achieve these aims, Moray Art Centre operates the following programme strands:

- Public Exhibition Programme
- Gallery Exhibition Programme
- Young People & Schools Exhibition Programme

I. Exhibition Programme Strands

I.1 Public Exhibition Programme (Gallery 1, and occasionally Gallery 2)

- Exhibitions featuring work selected from public and private collections
- Curated exhibitions of the work of individual artists or group exhibitions
- Invited exhibitions
- Historical and educational exhibitions
- Artwork created in association with artist-in-residence programmes

I.1.1 Costs for involvement in the Public Exhibition Programme vary and are dependent on the nature of the exhibition.

I.2 Gallery Exhibition Programme (Gallery 2)

- Individual artists displaying, promoting and selling their artwork
- Arts groups displaying, promoting and selling their artwork
- Exhibitions from regional and national agencies

I.2.1 There is a charge of £100 per week to exhibit within the Gallery Exhibition Programme. This fee includes installation and publicity. Exhibition fees will be paid in full before each exhibition is hung. All costs towards the exhibition, including framing, transport, insurance whilst in transit and artists expenses are borne by the artist.

I.2.2 Moray Art Centre staff will make a price list available to interested visitors

- 1.2.3 Moray Art Centre receives 30% commission of any sales. Moray Art Centre staff will be responsible for handling all transactions and will ask purchasers to pay with a cheque to 'Moray Art Centre'. Moray Art Centre will then pay the artist the purchase amount minus commission. Payment will normally be made within 14 days after the date that the exhibition closes.
- 1.2.4 Method of payment: Payment will be made by cheque or BACS transfer to one account. The account holder of the group will distribute individual payments to artists within any group.
- 1.2.5 Selling prices are to be arranged by the artist and will not include VAT.
- 1.2.6 All sales are to be sold through the reception only. Any transactions carried out by the artist directly will be grounds for removal of the exhibition.

1.3 Young People & Schools Exhibition Programme (Gallery 2)

- Exhibitions featuring work from individuals or groups of children and young people (under 18 years) displaying their artwork
 - Exhibitions associated with and produced through classes and courses at Moray Art Centre
 - Exhibitions featuring work from local and regional schools and youth groups
- 1.3.1 There are no fees for exhibiting within the Young People & Schools Programme except possible expenses incurred during installation of the exhibition.

2. Exhibition Facilities at Moray Art Centre

- 2.1 Gallery 1: The space (37 m²) has the technical specification, with regard to security and environmental controls, to exhibit artworks from national and international, public and private museum and gallery collections
- 2.2 Gallery 2: Comprised of our L-shaped reception area and adjacent corridor (65 m²)
- 2.3 Lighting: Both exhibition spaces are equipped with adjustable, UV-filtered spot lighting.
- 2.4 Walls: The walls of Gallery 1 are painted a medium-tone neutral warm-grey colour. The walls of Gallery 2 are painted a medium-tone neutral warm-clay colour. Any change to wall colours will be discussed with Moray Art Centre staff and only done so upon agreement with the Exhibition Committee. Moray Art Centre staff will be responsible for gallery maintenance. Moray Art Centre staff will decide if damage to the walls is extensive, and if this is the case, a cost will be applied.
- 2.5 Hanging System: Both Galleries employ a 'rod and rail' hanging system for the installation of 2D artwork. We request that the exhibitor take care to use the hanging system provided and to use an alternative hanging system only after making a request to the Centre Director. Plinths will be provided for the display of 3D artworks.

3. Application and Selection

- 3.1 Artwork is selected for exhibition using the following criteria:
- Clarity of thought
 - Clarity of form
 - Subtly and nuance
 - Quality of transcendence
 - Adherence to a stated theme (*for some exhibitions*)
- 3.2 Applications should take the form of a non-returnable CD including images of work, CV (resumé) and a statement of artistic practice or exhibition proposal. Please include contact details (name, address, email, website, phone number) as well as a stamped self-addressed envelope (if within the UK) for a letter of response.
- 3.3 The artist(s) who wishes to exhibit in any of the exhibition spaces of the Moray Art Centre will need to apply to the Exhibition Committee. The committee is a closed, changing group. Any direct approaches to members of this group will not be looked upon favourably. All decisions by the committee will be final and will not be available for questioning.
- 3.4 Artists are invited to reapply to the Exhibition Committee only after 1 year has passed since the last application.

4. Exhibition Installation and Removal

- 4.1 Exhibitors will be responsible for delivery, installation and collection of work to and from Moray Art Centre on the dates agreed above.
- 4.2 Exhibitors will be responsible for the following:
- Transporting the exhibition to and from the Moray Art Centre
 - Preparing the artwork for exhibition, including framing.
 - Installation of the artwork at Moray Art Centre with the support of Moray Art Centre staff (See 2.5)
- 4.3 Exhibitors are asked to deliver, install and remove exhibitions promptly on the dates agreed above. Artwork remaining after the agreed date of removal will no longer be the responsibility of the Moray Art Centre and Moray Art Centre reserves the right to remove artwork. Moray Art Centre does not have facilities to store artwork post-exhibition.

5. Interpretive Material

- 5.1 Exhibitors will provide the following information at least four weeks in advance of the opening of the exhibition:
- Artist's biography
 - Artist's statement
 - Information for captioning of individual artworks (see 7.3)
- 5.2 In most cases all interpretive information, including captions, will be supplied and installed by Moray Art Centre.

- 5.3 Where Moray Art Centre is not supplying captions, please put captions below/beside the works of art with the following info:
- Title
 - Artist
 - Medium
 - Date
 - Name of the Moray Art Centre class in which it was made, if applicable
- 5.4 Moray Art Centre insists that captioning should be accessible in both style (legibility) and content for all exhibition visitors. Please keep consistency of font style and size throughout, on both captions and list/price list. A template for captions is available from Moray Art Centre staff.
- 5.5 Moray Art Centre reserves the right have to final word on all interpretive material.

6. Cancellation of Exhibitions

- 6.1 A cancellation fee equivalent to 50% of the deposit applies to those artists who cancel exhibitions less than three months in advance of the agreed installation date of the exhibition.

7. Publicity

- 7.1 Moray Art Centre will organise basic publicity in the form of:
- A digital invitation to the Private View/ Opening emailed to our database of individuals and organisations
 - Exhibition information emailed to our Newsletter Database and to other promotional sites
 - Press release to local, regional and national press (all that are appropriate). *All press releases must be approved by Moray Art Centre before released*
 - 10 printed posters to be used for immediate and local advertising
- 7.2 Extra Publicity / Marketing. For an extra cost Moray Art Centre will arrange:
- Printed Invitations
 - Extra Posters and distribution
 - A function for the exhibition Private View or Opening
 - Design and production of exhibition catalogue
- 7.3 Please note that all information regarding PR must be given to us at least six weeks before the opening to ensure the best publicity.

8. Security

- 8.1 The exhibition spaces are continually invigilated by trained staff during normal opening hours throughout the run of each exhibition. The level of invigilation is commensurate with the risk to the displayed artwork.
- 8.2 An Intruder Alarm System has been installed throughout the building.

8.3 A CCTV system within the exhibition space offers good continuous observational coverage from a screen in an adjacent room. Gallery 1 is fully equipped with CCTV. Gallery 2 has partial CCTV coverage.

8.4 Freestanding, 400mm barriers are utilised in the gallery space when the artwork on display is particularly delicate or vulnerable.

9. Insurance

9.1 Moray Art Centre has insurance for all areas of the centre including fire, theft and accidental damage.

10. Ownership of Work

10.1 With the exception of any work purchased outright by the gallery, the work in the exhibition will be loaned to the gallery on consignment and the artist will remain the owner until sale to a buyer.

11. Copyright

11.1 All copyright will remain with the Artist/Artists.

11.2 The Artist/Artists will provide permission to Moray Art Centre to photograph work for any exhibition catalogue, postcards and promotion.

12. Credits and Moral Rights

12.1 The Artist/ Artists will to be credited whenever any work is exhibited in public or an image of the work is published by or for the gallery.

13. Legal Clauses

13.1 Neither party will be responsible for compensating the other if they fail to meet their obligations because of circumstances outside their reasonable control.

14. Modifications

14.1 All changes to the agreement must normally be in writing signed by both parties.

Signatures/Dates:

Please sign BOTH copies of this agreement and RETURN ONE to Moray Art Centre.

I have read and agreed with the terms and conditions as stated above.

Director, Moray Art Centre

Artist / Head of Group

Date:

Date:

