



11 – 13 Castle Street, Bridgwater, Somerset. TA6 6DD Tel 0128 422700/01

Submission form for artists wishing to exhibit work in the Gallery

Bridgwater Arts Centre welcomes submissions from artists for possible display in the gallery. We aim to display a range of work using a variety of media and displaying a range of cultural, historical and personal influences. The information you supply will assist the Visual Arts Committee in mounting exhibitions that fully exploit the potential of gallery space and artwork for the widest possible audience.

Only the original work of artists will be exhibited. The Arts Centre Gallery does not exhibit copies of other artist's work.

We have a policy of supporting people who have not exhibited previously and who are starting out as professional artists. We hope to promote individual artists and art forms more widely by arranging residencies, workshops and lectures for local schools, colleges and groups. We are also keen to explore the possibilities of other art forms such as, drama, dance, music and literature and language development in response to the fine and applied artwork displayed in the gallery.

Please return this form with photographs (initially) of your work.

Date	Name		
Address		Post Code	
Telephone/ Mobile		Website	
email		Fax	

Description of work (materials, size, quantity offered subjects etc.)

Relevant qualifications/previous exhibitions

Please give some information about the thinking behind your work and methods of working.

Do you have experience in providing workshops, talks, presentations, demonstrations or lectures?

Yes

No

If yes, please give details of previous experience, the art forms, the age and ability range. Please give the names and addresses of people to whom we could refer in relation to the above

If No, would you be interested in advice or training in working with groups?

Yes

No

When working with young people and vulnerable members of the public you will need to be checked by the Criminal Records Bureau.

Please tick the box if you have already undergone this process.

Should your submission be successful, you may expect the following support: -

The Arts Centre will insure the exhibition. Our insurance cover limit is £25,000. If the value of the work to be exhibited exceeds this amount cover can be extended for the period of the exhibitions and we would require you to make a (negotiable) contribution towards the cost of the additional premium.

- The Centre undertakes to provide a photocopied catalogue.
- The Visual Arts Team will provide at least one helper to hang the exhibition.
- The exhibition will be stewarded from 10.30am – 5.00pm Tuesday to Friday and 10am - 1pm Saturday. The gallery is adjacent to the Arts Centre Bar, open from 7 – 11pm Tuesday to Saturday evenings.
- BAC will provide assistance in arranging a Private View, should you require one. The Arts Centre will design posters and invitations and invite people on the Visual Arts mailing list (which includes local arts practitioners, our funders - Somerset County Councillors, Sedgemoor District Councillors and Bridgwater Town Councillors and people who have bought artwork in the past) and provide further invitations for distribution by the artist.
- The exhibition will be publicised through the seasonal brochure and a News Release.
- **The Arts Centre requires 40% commission on all sales and from this will pay VAT**

The artist/s should: -

- Provide the marketing officer with images and copy for inclusion in the seasonal brochure.
- Provide information about their work, in plain English, to assist the voluntary gallery stewards in dealing with queries from the general public.
- Discuss with the team the most suitable method of hanging the work.
- Ensure that the gallery walls are left in a good condition.
- Provide a list of pictures with prices and titles. (The artist and a representative of the Arts Centre will sign this record of the work exhibited, into and out of the building.)
- Purchase wine, soft drinks from the Bar Manager at a price to include glasses and service for the Private View (currently £5 per bottle of wine). If the launch is outside bar opening times the bar can be open by negotiation with the bar manager.