

Exhibitions At EggSpace: Disclaimer

PLEASE READ THIS DISCLAIMER CAREFULLY. BY TAKING PART IN AN EXHIBITION YOU ARE AUTOMATICALLY AGREEING TO THE TERMS.

You (the artist) hereby agree to the following:

1. **HeadSpace or EggSpace are not responsible for any stolen or damaged work.** It is up to you as the artist to make insurance arrangements for your work if you wish to. ***We also strongly recommend you protect your work with bubble wrap or some form of protective material.*** Our storage area is small & sometimes there is lots of work stored there during show changeover periods.
2. To pay the exhibition charge and deposit, agreed with us. Any extra fees for additional installation costs / postage are to be agreed prior to the exhibition between artists & HeadSpace.

Your fees will include the following to be provided by HeadSpace:

- ☉ Ensure the space is primed & painted & ready for work to be hung
 - ☉ Curate the show for / with you
 - ☉ Hang work for / with you
 - ☉ Produce, print & distribute flyers / posters for the show
 - ☉ To include the images you send to us of the work you have in the show on our website
 - ☉ Production of labels / information for the show
 - ☉ Any other time spent on the exhibition & getting it ready or taking it down
 - ☉ Meetings with you or your group (if necessary)
 - ☉ Provide refreshments of wine & juice for the opening night, to be held on the top floor of the café.
3. All sales / commissions generated as part of the exhibition you have at EggSpace will be subject to 20% commission charge to HeadSpace.
 4. All artwork submitted should be ready for hanging e.g. with frames & mirror plates/other that are painted white. If it is not and HeadSpace are hanging the work for you then charges will be made accordingly for materials & extra time. HeadSpace **do not** accept artwork in clip-frames as they cannot be secured properly to the walls (meaning they can fall off or be stolen).

We do not have a lot of space for showing sculptures/video installation work, unless the sculpture can be hung from the walls / ceiling or can be free standing on the floor. Alternatively, photographs of the sculptures you make can be exhibited. If you are submitting sculpture / video art you will need to ensure there is a way to protect your work / secure it down so it cannot be stolen from the space it is in or damaged.

This is another reason for ensuring paintings / framed works have mirror plates. Photographs / drawings / prints / textiles on paper should also be framed. Paintings do not need to be framed. **If your work cannot be mounted / framed / secured then it can be hung using bulldog clips / bluetack / on a nail, but this is at your own risk.** Work should be labeled with your name, which way up it goes & the title of the piece of work on the back or with the information on a piece of paper attached with string to the work.

If we are hanging the show for you then you will need to ensure your work arrives on the date provided by HeadSpace. **N.B. we do not actually work at the café and we are not based there & so we are not always there to meet artists. This is why times have to be pre-arranged with us.**



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5. You must collect any unsold work after the exhibition has finished, on the date(s) specified by HeadSpace. If you wish for your work to be returned by post you *must* provide the postage charges.
6. If you have an electronic mailing list that you wish us to email the publicity / invites to for the exhibition then you must send this to us two weeks before the exhibition opening.
7. For the labels to go alongside your artwork for the exhibition we will need the relevant information (Your Name, Title of Your Artwork, Price & Media Used) by the date supplied to you in order to have the labels ready in time for the opening night.
8. We will need information for publicity (i.e. images) by the date we specify to you. *(If we do not have this information by then we cannot guarantee as much press coverage or as many people attending the opening and we will not be able to meet deadlines for sending out information or producing flyers.*
9. Cancellations need to be made at least three weeks prior to the start date of your show otherwise you will lose your deposit (50% of your fee).
10. To provide up to date contact details so we can get hold of you. We need your full name, your email address, a phone number (preferably a mobile number / daytime number) and your website (if you have one).

We (HeadSpace) hereby agree to the following:

1. To discuss with you by phone / email what work you can include in the show. **Please remember that EggSpace is a vegetarian / vegan café as well as a gallery space meaning images of dead animals etc. cannot be included in any exhibitions. We can & will refuse to show work at our discretion.**
2. To design & distribute flyer & posters to promote the exhibition, through our mailing lists and website, which includes artists, buyers & the press as well as any mailing list you send to us.
3. To promote your exhibition & the artists involved through our website: www.eggspace.org
4. We will fill & paint the walls accordingly before & after the show. We will curate, organise & hang the exhibition in agreement with you / your group.
5. If we are producing labels / information for the show these will be ready & on the walls in time for the opening alongside the work.

(This is dependant on you as the artist getting the relevant information to us on time as outlined above)

Last updated: 23rd February 2011

