

Riverslade Gallery

Information for artists & craftspeople interested in exhibiting

The aim of The Riverslade Gallery is to showcase and promote the work of professional practising local artists and craftspeople. The Gallery is run by the Saffron Walden Arts Trust, and is non-profit making with any surplus income being used to maintain and sustain the Gallery to the benefit of the participating artists. The Riverslade Gallery shows work of the highest standard in the fields of fine art, craft and photography as well as acting as a focal point for other arts activities under the umbrella of the Saffron Walden Arts Trust.

The Gallery is staffed by some of the exhibiting artists and other art-lovers on an unpaid basis. The Gallery is open from 10am – 4.30pm, Wednesday to Saturday (and Sundays before Christmas).

The charges for showing your work in the Gallery are a £10 per month hanging fee (payable six months in advance) plus a commission on sales of 30%. You are also required to be a member of the Saffron Walden Arts Trust, which has an annual membership fee.

If you are interested in exhibiting and selling your work in The Riverslade Gallery, please speak to one of the gallery staff and be prepared to provide the following:

- 6-12 images of your work with captions giving media, size and retail prices (images on CD should be in jpeg format)
- an up-to-date curriculum vitae/biography
- an artist's statement.

Selection will be made by a committee, who are looking for original work of a high standard to complement the current work in the Gallery. We do **not** accept work from artists/craftspeople who exhibit elsewhere in Saffron Walden.

For more information about the Gallery see www.riversldegallery.co.uk

The Riverslade Gallery
5 Jubilee Court
Hill Street
Saffron Walden,
Essex CB10 1EH

Tel: 07523893671

The Riverslade Gallery: Terms & Conditions (Jan 2010)

We (The Saffron Walden Arts Trust) will:

- promote your work in a professional manner, including providing information to customers on how they can contact you if they wish to commission a piece of work
- take all reasonable care to prevent loss or damage to artists' work although the Gallery will not be held responsible for any loss or damage however caused. It is the responsibility of individual artists to insure their work against loss or damage if they so desire
- make any payments due to you for sales of your work (less the Gallery's commission), within 21 days from the end of the month in which the sales were made
- have public liability insurance in place to cover injury or damage to visitors
- reserve the right to decline to exhibit work not deemed suitable for the Gallery

You (the artist) will:

- be responsible for any charges incurred in delivering your work to and collecting it from the Gallery
- supply the Gallery with business cards to be given to customers with purchases and to enable them to commission a piece of work
- supply the Gallery with a biography and/or artist statement and good-quality images (preferably digital) which we shall use to produce an information sheet for each artist
- replace unsold work on a regular basis with new pieces (at least every three months)
- collect your work within 2 weeks of being asked to do so by a member of the Gallery staff
- supply the Gallery only with your first quality work – the Gallery does not sell seconds
- supply work on a sale or return basis
- supply all work for hanging in suitable quality frames (excluding boxed canvases), and with hooks and cords on the back
- only supply cards for sale if you also have other work in the Gallery. Cards must be related to your main area of work. Cards must come with envelopes and in individual cellophane bags
- pay your six-monthly hanging fees in advance – we shall notify you of the due date
- agree that 30% commission is deducted from sales of your work in the Gallery
- join the Saffron Walden Arts Trust – we will provide a separate membership form
- be responsible for taking out insurance against damage to, or theft of, your work (optional)
- agree to your work being used in window displays
- not supply any other outlet in Saffron Walden
- notify the Gallery of any change in your contact details. It is essential that you have an email address as this is the most efficient and cost effective method of communicating with you
- pay the Gallery a commission of 20% of the selling price for any commission/order which results from the customer contacting you as a result of seeing your work in the Gallery.

If you have any questions about the application process or the Terms & Conditions, please email the Gallery at riverslade@saffronwaldenartstrust.co.uk