

**DETAILS, TERMS AND CONDITIONS**

**FOR GUEST EXHIBITORS AT THE MARKET HOUSE, ROSS**

**1. WHO WE ARE AND WHAT WE DO**

Made in Ross is a not-for-profit membership co-operative of local artists and makers living within 20 miles of Ross-on-Wye who are dedicated to the development of Ross-on-Wye as a thriving creative place.  Made in Ross members manage the exhibition space in the Market House, displaying and selling a wide range of affordable art and craft.  They work as volunteers to keep the Market House open to visitors seven days a week, from 10.00 to 16.00.

**2. OUR OBJECTIVES**

\* To provide a space for local artists and crafts people to display and sell their work.

\* To share our arts and crafts knowledge and skills with the local community.

\* To be a focal point for the town.

\* To support and encourage new artists and crafts people

\* To support members' personal development

**3. OUR MARKET**

We aim to sell to locals and tourists, young and old.  All items are locally sourced and original, with the aim of selling to a wider market.  Quality is important to us and will be continuously monitored.

We welcome other local artists and crafts-people who are interested in being involved.

Made in Ross is supported by The Courtyard (Hereford's Centre for the Arts) and Ross Town Council.

Made in Ross, The Market House, Ross-on-Wye HR9 5BZ

Phone 01989 769398. email madeinross@gmail.com www.madeinross.co.uk

**4. ELIGIBILITY**
Any artist can apply to have a guest exhibition. Preference will be given in the following order to:
A) local artists (within 20mile radius of Ross)
B) within Herefordshire
C) national and international artists

**5. EXHIBITION DETAILS**
Your exhibition period will last for four weeks, for which the fee will be £120. Further weeks may be available, depending on other demands for the exhibition space, at a rate of £30 per week, or part thereof.

The fee covers the hanging costs, some publicity (see section 7, part 5), gallery maintenance and overheads, and the consequent loss of exhibition space and sales by members during the exhibition.

It allows the artist to sell through Made in Ross from the beautiful venue of the Market House which is widely known as a source of top-quality art and craft.

A private view is not included in the fee but can be arranged by request. All costs of any private view are to be paid for by the Guest Exhibitor but help with layout and “hosting” on the night will be given.

The space available for exhibitors will be discussed with the Guest Exhibition Co-ordinator before allocation of space and location can be confirmed. Both 2D and 3D space can be made available.

Work is exhibited at the risk of the artist. Made in Ross is not responsible for any theft or damage and exhibits are not insured by the co-operative.

**6. WHAT THE GUEST ARTIST MUST DO**
1. The artist must meet the Guest Exhibition Co-ordinator (GEC), at the Market House, before the show is confirmed so that both parties are clear as to the space that will be allocated and to establish the dates for the start and finish of the show.

2. The artist can then choose which pieces of their work they will exhibit according to the space they have been allocated.
3. The artist must ensure that all work is delivered to, and removed from, the Market House on the agreed dates and times. Installation day will be the day before your exhibition starts and removal day will the day after your exhibition ends. These two days are not included in your four-week period.
4. **Every** piece of work (including prints and cards) must be clearly labelled on the back with artist's name, title of work, medium, measurements, reference number and price. The quoted price must include 20% commission which is paid, jointly, to Ross Town Council and The Courtyard and which contributes to the cost of running the gallery and maintaining the Market House.

5. Exhibition labels, to be affixed adjacent to each piece, must bear the Made in Ross logo (which will be sent to you for this purpose), the artist’s name, the title of the work, the medium and the price.

6. The artist must email to the GEC, at least four weeks in advance (if not already done), a brief personal biography and photographs of four different pieces of work to be exhibited, in high resolution jpeg suitable for use in publicity material.

7. Prints may be displayed in the gallery in your own browser. Greetings cards may be displayed in one of the card racks.
8. The guest artist must pay their exhibition fee at the rate at least 7 days before the start of the exhibition. The guest must provide the GEC with his/her bank details so that monies for sold work can be paid into his account. The artist must also deposit, with the duty steward, an inventory of the work that has been installed which should list those details for each piece as given above in section 5.

9. The artist is expected to carry out his own publicity for his exhibition but Made in Ross will also publicise it (see section 7, part 5).

10. Any items sold but not collected by the purchaser by the end of the exhibition must be left in the gallery and not taken away by the exhibitor.

**7. WHAT MADE IN ROSS WILL DO**
1. Made in Ross will provide you with a stewarded exhibition, seven days a week, open each day from 10.00 until 16.00 in the 17th century Market House.

2. The GEC will send you the Made in Ross logo and the in-house-designed poster for your show, in pdf or jpeg format.

3. The GEC will be present on your installation day to offer help with installation and advice if needed.

4. The GEC will ensure that your allocated display areas are clear of other exhibits on the day of installation and that there are sufficient picture hooks, hanging cords and gripper sliding hooks.

5. Made in Ross will publicise your exhibition by means of:

 The Made in Ross website and Facebook page.

 Editorials (when possible) in The Hereford Times, The Ross Gazette,

 Ross Voice and Broadsheep.

 An A3 poster on our external publicity board before and during your show.

 An A5 poster distributed to various shops and centres in the town.

6. Made in Ross will sell your work at the labelled price to anyone who wishes to buy it. No offers will be accepted. Sales are recorded manually, in the sales book, and on computer both of which can be inspected by you if you wish. No sales will take place by means of American Express credit cards.

**8. GUEST EXHIBITOR SALES**

All sales are processed by The Courtyard and paid by BACS into the exhibitor’s account specified by the details given to the GEC. Payment is made MINUS 20% commission. The payment will appear in the specified account in the middle of the calendar month after the sale occurred.

If you are interested in having a guest artist exhibition or would like further details then contact by email the Made in Ross Guest Exhibition Co-ordinator for the time being who is:

**Sarah Freer - sarah.freer@hotmail.co.uk**

Please contact the GEC by email, to state that you have read these terms and conditions and that you accept them. Otherwise, your guest exhibition will not take place.

**9. DELIVERY PARKING**

There is parking for three delivery vehicles in a small lay-by at the west end of the Market House in High Street and for five delivery vehicles in Broad Street opposite Costa Coffee, both for 15 minutes. These are both adjacent to the Market House. You can park in Wilton Road and Wye Street free for 4 hours or in the large car park by the sports ground all day for £1. There's a more expensive car park at the bottom of Broad Street.

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