

PLEASE NOTE:

Opening times are normally Tuesday - Saturday 10 am to 4pm or otherwise as negotiated with the gallery coordinators. Exhibitors may decide their own opening days/hours and advertise accordingly but please note that the gallery is usually closed on Sundays. Evening previews must be agreed in advance with the gallery co-ordinators.

One week's booking would normally run from Monday to Sunday with hanging on Monday, opening on Tuesday to Saturday and take down on Sunday. The exhibition will therefore be hung on the first day of the booked period and must be cleared on the last day of the booked period. Exhibitors should factor this into their publicity. Again, if alternative arrangements are preferred, they should be discussed with the gallery co-ordinators.

Publicity, printed posters / invitations to be paid by exhibitor. It is the responsibility of the artist to organise the publication of their show. We will send emails giving details of the exhibition to our emailing lists. In addition to this, we will advise on listings. A copy of the exhibition flyer and poster must be emailed to us at least 2 weeks prior to the start of the show, otherwise the standard GAS flyer will be used. If artists, also, provide us with appropriate image/text at least 2 weeks in advance, we will publicise their show on Greyfriars Art Space website and Facebook page.

Preview expenses to be paid by exhibitor. Exhibitors should arrange for their own refreshments, and helpers. Please note all rubbish, bottles, etc must be removed by the exhibitor as GAS does not pay the Council for waste removal.

Invigilation must be carried out or arranged for by the exhibitor. Exhibitors should negotiate with the coordinators if this proves to be difficult. Someone must be present in the gallery at all times, when it is open to the public. Exhibitors will be provided with a set of gallery keys for access, which must be returned after the exhibition. Exhibitors are responsible for locking up the gallery for the duration of the show.

Hanging of exhibitions must be undertaken by the exhibitor, who must provide their own tools. Exhibitors must arrange their own helpers if necessary.

The gallery does not have access to a limited number of plinths and shelves for display of 3-D work. Exhibitors should check with the gallery coordinators for availability. The provision of a wall-mounted TV/DVD player may also be possible if required – check with gallery coordinator for availability.

After the exhibition the gallery must be returned to a good condition i.e. clean and tidy. Any damage to the walls/paintwork must be repaired and repainted. The gallery has its own paint, filler and materials for this purpose. Do NOT use any other white paint.

The gallery does not have available storage space; therefore no work may be stored at the gallery after an exhibition. A charge will be levied for uncollected works.

We have public liability insurance (third party) but this does not provide cover for art work. Exhibitors must arrange their own insurance for their artwork if required.