



GUIDANCE NOTES AND TERMS

- EXHIBITION DATE:** Monday 6 December to Sunday 19 December 2021
inclusive
- APPLICATIONS TO BE RECEIVED BY:** Midnight Sunday 21 November 2021
- ENTRY FEE:** £10
- HANDING IN DATE AND TIME:** Friday 3 December 2021 between 1000 hours and midday
- PRIVATE VIEW:** Sunday 5 December 2021 between 1430 hours and 1700 hours
- EXHIBITION LOCATION:** Studio KIND, Unit 3 Velator Way, Braunton EX33 2FB
- COLLECTION OF UNSOLD WORKS:** Monday 20 December 2021 between 1000 hours and 1100 hours

Submitting an application to take part in the exhibition

1. To take part in this exhibition you must be, and remain, a member of NDA throughout the duration of the exhibition. Applications will not be accepted from non-members or persons whose membership has lapsed and has not been renewed.
2. Closing date for submitting an application to take part in the exhibition is as set out above.
3. Applications to be submitted by email to exhibitions@northdevonarts.co.uk. Application by email is preferred but, if necessary, a postal application may be sent to Susan Brooklyn Harris, 15 Champernowne Crescent, Ilfracombe, Devon EX34 9PL, to be received no later than the date set out above. Acknowledgement of receipt of applications will be by email only.
4. **For 2D works members may submit an application for one work only. For 3D works members may submit an application for two works.** Members are advised to have available a reserve work of a similar size in the event of a sale and subsequent removal from the exhibition.
5. Only work which has not been exhibited with NDA previously may be submitted.
6. **Artists submitting work for the exhibition may also submit prints for sale from a browser. Please indicate in your email application whether you will be submitting prints as well as your main work.**

7. If you would like an image of your work to be considered for any publicity for the exhibition, please send an image (300dpi, 15cms max) as soon as possible to either of the email addresses given in point 3. above.
8. Please ensure you have paid the entry fee of £10 prior to submitting your application form. Payments should be made via bank transfer to North Devon Arts, Sort Code: 20-04-59, Account no: 73441547, Reference: KIND + your surname.

Submitting your work

1. Handing in time and date is set out above. Please ensure you deliver work (and prints, if relevant) during this time. Work delivered outside of this time **will not** be accepted.
2. The situation in relation to Covid will be monitored and any regulations and guidance in force on the handing in day will be adhered to.
3. When delivering your work to Studio KIND, please remove any wrapping and take it away with you.
4. Both NDA and Studio KIND reserve the right to refuse to accept a work for the exhibition if it is deemed unsuitable.
5. Two-dimensional framed work must be ready to hang with wire attached. Alternatively, artists may submit unframed works on paper which will be displayed on a magnetic board.
6. Labels for the display will be provided but, for identification purposes please ensure your work, including any prints for sale from the browser, is suitably marked with your name, the title of the work and the price.
7. Positioning, hanging and placement of work within the studio space is entirely at the discretion of Studio KIND.
8. All reasonable care will be taken with your work both during the hanging/positioning of work and throughout the exhibition but, you are advised strongly to insure your work.

During the exhibition

1. A private view will be held on Sunday 5 December 2021 between 1430 hours and 1700 hours.
2. The situation in relation to Covid will be monitored and any regulations and guidance in force throughout the exhibition will be adhered to.
3. Work may not be removed from the exhibition by the artist until the exhibition has ended.
4. Any work sold during the exhibition will be taken down only if strictly necessary e.g. if the purchaser is a visitor and leaving the area before the exhibition ends or if the work is required as a gift before the exhibition ends.

At the end of the exhibition

1. At the end of the exhibition your work will be removed from its hanging place and will be ready, together with any unsold prints if relevant, for you to pack and take away.

Please remember to bring packing materials with you and ensure you collect any unsold work promptly. The date and time for collection of unsold work is set out above. There are no facilities at Studio KIND to store any unsold/uncollected works and neither NDA nor Studio KIND will be responsible for ensuring its safekeeping.

2. A commission of 30% will be taken on any work sold, including prints. The 30% commission will be divided between Studio KIND and NDA on a 50:50 basis.
3. At the end of the exhibition artists should invoice NDA for the proceeds of any sale (less commission).

Any questions or queries please email me at exhibitions@northdevonarts.co.uk