

THE HUB, ST ANDREWS SQUARE

Guidelines for Exhibitors

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The Hub

What is the Hub?

The Hub is a community space.

If people get tired when shopping in Droitwich, they can come in, sit down, and relax. They can browse the books and magazines, and look at the artwork. We do not serve food or drinks, but visitors are welcome to bring in a take-away drink from one of the cafes.

The artwork

The pictures and craft items have all been produced by members of Droitwich Arts Network. The artwork is for sale, but nobody will push a visitor into buying anything. Visitors who are interested can see the prices on one of the display boards, or speak to a volunteer.

Use of space

The space towards the back is totally flexible. The screens, tables, and chairs can be moved as required to form areas for meetings, classes, workshops, etc. If necessary, the “social” area near the front can also be rearranged.

Charges for the use of space are set by MAPP, the company that manages St Andrews Square. If someone wants to use space for an art related event then the volunteers can help “shape” the enquiry to MAPP. Space can be hired on any day of the week.

Responsibilities

The Hub is controlled by MAPP, and MAPP meets all of the running costs. Droitwich Arts Network brings the artwork, supplies the volunteers, and contributes towards the costs.

Opening Hours

When possible, the Hub opens on Thursdays, Fridays, and Saturdays, 10am to 3.30pm.

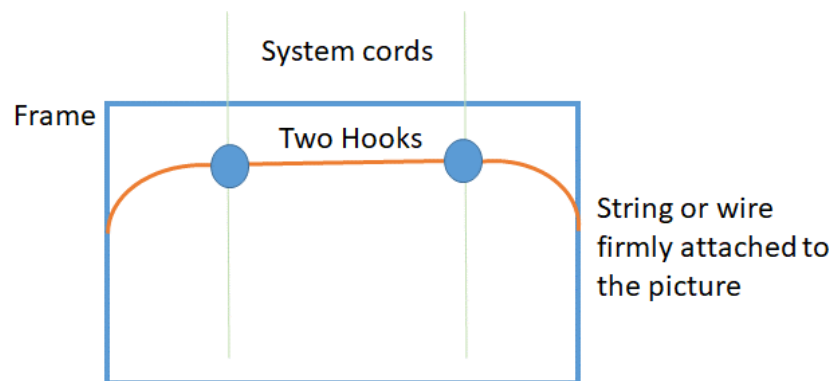
Pictures

Hanging System

The Hub uses a professional picture hanging system where each picture hangs on two spring hooks on vertical cords, attached to a track. The space between the cords can be adjusted to suit the width of pictures to be hung in a column. Typically each column comprises two or three pictures.

Preparing your picture

Attach string or wire across the back of the picture (string is better as wire can slip over the hooks).



String or wire on the back of the picture hangs on two hooks. A frame is optional.

Either attach a sticky label to the back or attach a luggage label, showing Title, Artist Name, and Price.



Hanging on two hooks for stability



Rosie's display at the Jinney Ring using the same system

Size and Orientation

Most pictures are roughly 40cm to 60cm in size. Reasonably accurate measurements and orientation will help to group together pictures of similar size. There are very limited opportunities to display significantly larger pictures.

Display

Where possible we will attempt to place pictures by the same artist near each other. However, it may not be possible to do this if the pictures are significantly different in size.

Browsers

Currently we have two browsers for smaller unframed prints. All prints must have a label, either on the back or on an outer transparent cover, giving Title, Artist Name, and Price.

In order to avoid the browsers getting over full, each artist is limited to four browser items, and a limit will be set on the total number of items in each browser.

3-Dimensional Work

Display Cabinets

We have two Ikea glass display cabinets for items such as woodwork or ceramics. The cabinets have a small light at the top which should encourage visitors to look inside.

The total height is 163 cm with 3 shelves, providing 4 display spaces approx. width 43cm, depth 37cm, height 39cm.



Artists can request a display space and place a number of items in a space.

Each item should have a sticker on its base giving Artist Name and Price.

Submission and Acceptance

Submission

Before displaying a picture or placing an item in a display cabinet, artists must submit the following information in an email to Rhys Jones email: rhys@photomaestro.co.uk

The email must specify:

- Type (Picture / Browser Item / Ceramic, Felt, etc)
- Size
- Orientation (if appropriate)
- Title
- Artist Name
- Price.

Acceptance

Our aim is to give all members the opportunity to display at least one picture or to have at least one shelf in a display cabinet. We also aim to exhibit a wide range of work, but acceptance is not automatic. Bearing in mind that the exhibition is open to the public including children, the committee may decide that an item is not suitable, not of an acceptable standard, or not commensurate with our standing in the community.

Risk

All items are displayed at the owner's risk. We do not insure the artwork. If you have an item of particular value to you, we recommend you take out your own "all risks" insurance.

Stewarding

All exhibitors are expected to volunteer as stewards. Exceptions will be made for members who have serious underlying health conditions, live with someone who is seriously ill, or have another compelling reason not to volunteer as a steward.

If the committee feels that an exhibitor does not have a strong case for not volunteering, then they may (over time) reduce the number of spaces available to that exhibitor.

Charges

Fees

The fee for a picture space is £2 per space per month. The artist's first space can be booked for as many months as they wish. Additional spaces can only be booked for a maximum of 3 months.

The fee for displaying in a glass cabinet is £2 per shelf per month. The artist can place as many items as can reasonably fit on the shelf. The artist's first shelf can be booked for as many months as they wish. Additional shelves can only be booked for a maximum of 3 months.

The fee for placing an item in a browser is 50 pence per item per month. Each artist is limited to 4 browser items which can be booked for a maximum of 3 months. A limit may be placed on the total number of items placed in a browser taking into account its capacity.

In all cases, fees are payable in advance when making the booking.

If the display of an item starts part the way through a month, the fees will be charged from the start of the next month.

Bank Account Details

Where possible, fees should be paid directly into our bank account. The account is a Community Account which the bank considers to be business account. The details are:

Account Name	Droitwich Arts Network
Account Number	11449923
Sort Code	40-19-27
Reference	Please enter your name as the Reference so we know who has paid.

Commission

Droitwich Arts Network retains 10% of all sales as commission.

Changes

Following a sale

When an item is sold, you will probably want to replace the sold item. We will attempt to place the new item in the space created by the sale. New items must have a label showing the name of the Artist, Title, and Price.

To change an item

Normally changes will take place on a Friday.

We will attempt to place the new item in the same place as the item being removed. All items must have a label showing the name of the Artist, the Title, and Price.

Notification

Before replacing or changing an item, please send an email to the organiser, currently Rhys Jones email: rhys@photomaestro.co.uk

The email must specify: Size, Orientation, Title, Artist Name, and Price.

Problems

If needed, ask for help from:

- Rhys Jones 07787 227 390
- Helen Karakashian 07885 585 916
- Rosie Philpott 07701 013661

Covid-19 Working

Actions on arrival

Please:

- Use the mobile phone App to scan the Hub QR code when you enter
- Use the hand gel on a table near the door
- Please wear a mask when working in the Hub.

These processes will continue beyond 19th July ("Freedom Day) until further notice.

Other Regulations

Please become familiar with any other relevant government advice and restrictions, and apply them.