****1 Orchard Street

Weston-super-Mare BS23 1RG

www.ltgallery.com

07730 431726

**Exhibition Application Form**

|  |  |
| --- | --- |
| Full name |  |
| Are you applying to exhibit with a group or one or more other artists? |  |
| If yes, please give names |  |
| Contact telephone number |  |
| Contact email address |  |
| Website address |  |
| Social media links |  |
| Online portfolio link |  |
| Dates you would not be available to exhibit |  |
| Preferred dates for exhibiting |  |

Space you would like to use:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Entrance room downstairs |  |  | Upstairs room |  |
|  |  |  |  |  |
| Adjacent room downstairs |  |  | Yard space |  |

If you only want to use part of the gallery and do not have another artist or artists exhibiting with you in the other spaces, we will arrange this in discussion with you for mutual agreement.

|  |
| --- |
| Please tell us why you would like to exhibit your work at LT Gallery (around 200 words) |

|  |
| --- |
| Your artist biography including recent exhibitions, participation in competitions or art fairs (around 200 words) |

|  |
| --- |
| Your artist CV |

|  |
| --- |
| A brief Artist’s Statement about the work you propose to show at LT Gallery. You may like to include a suggested title, description of the work and any relevant information about your creative process, specific techniques and inspiration. (around 250 words) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please send us 5-10 good quality JPEG images of your work representative of what you propose to exhibit.  Title each JPEG with your last name, number of the image (corresponding to the table below) and name of the piece. For example: Smith 1, Self-Portrait in Blue.  One artwork per image, uncropped, from a level angle if 2-D and avoiding shadows/reflections. Any method is fine: email attachments, Dropbox, WeTransfer, zipped file by attachment, etc. We will acknowledge receipt but will then need time to consider your application prior to contacting you further. You may have all images already accessible online, however it is helpful for us to know which you are considering putting in a show. We will need images and details of work for advertising and publishing if we do agree an exhibition with you. Copyright remains with the Artist(s) and these images will only be used in considering your application at this stage. | | | | | |
|  | **Title** | **Year completed** | **Media** | **Dimensions** | **Price** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

If an exhibition is agreed, we will need images and wording to go on our website and for advertising six weeks before the start date of a show.

We welcome artists who will be exhibiting with us to bring work to the gallery prior to their show to see it in the space and help them decide on a shortlist of works to have ready for the hanging day. It is a good idea to have more than may finally be included prepared for display as it is very difficult to tell in advance what will go where without trying different positioning in the space when it is clear on the hanging day.

For work which could be framed, this is not an absolute necessity and judgement on framing or otherwise displaying work can be made between us and the artist. We have browsers for sleeved work which can include prints. We are available all day in the gallery for hanging the day before a show starts. Prices can be finalised once the work is up as necessary.

**Exhibition Costs**

LT Gallery takes 30% commission on sales. In addition, the Artist will bear total costs towards all exhibition expenses for a four-week show as follows:

£30 for use of one or other of the downstairs rooms including respective window space

£20 for use of the upstairs room

£60 for use of both downstairs rooms including window space

£50 for use of one of the downstairs rooms and the upstairs room

£80 for use of both downstairs rooms and the upstairs room

£20 for use of the yard space (on its own or in addition to any of the above)

Costs are payable to LT Gallery if an exhibition is agreed at the time of signing the agreement with us and are non-refundable. In return, LT Gallery will:

• Design with/for the Artist and have printed 500 double-sided full colour flyers which LT Gallery will personally deliver to shops, cafes, restaurants, hotels and other businesses; talking with premises owners wherever possible to encourage visitors to the exhibition. Some will be available in LT Gallery prior to, and for the duration of the exhibition for visitors to take.

• Send an email invitation to all LT Gallery contacts inviting them to the exhibition, and reply to any enquiries or general correspondence regarding the exhibition

• Include information about the Artist and their exhibition on the LT Gallery website, which will have a permanent presence there

• Create the exhibition as an event on social media and post information and updates about the exhibition. Also take (and edit where appropriate) photographs and videos during the exhibition and any associated events where appropriate to post online to promote the exhibition.

• List the exhibition online at what’s on, where to visit, what to do websites; email details to art groups and organisations, and to the local press and Evolver for inclusion in their publications

• Assist with the hanging/curation of the exhibition and provide numbering for the works and have red dots available for any sold works

• Type and print the List of Works, Artist’s Biography, CV and Statement

• Print and laminate signs for outside the gallery publicising the exhibition

• Purchase and prepare/present substantial refreshments including wines and soft drinks; providing glasses, plates, napkins and disposable cutlery; and clear everything away at the end of the Drinks Event/Reception

• Attend the exhibition whenever the gallery is open and arrange for viewings by appointment if requested outside opening hours

• Provide a comments book and relay feedback to the Artist from visitors

• Package any artworks sold where appropriate and feasible. If substantial packaging required, costs to be shared with the Artist. Deliver purchases to customers personally if required where possible.

• Provide Certificates of Authenticity as agreed with the Artist if required by customers

• Reply to any correspondence regarding the exhibition, even after it has finished, in a timely manner and to contact the Artist where appropriate to keep them informed