



College of Social Sciences and International Studies

Institute of Arab and Islamic Studies

The Street Gallery

GUIDANCE NOTES FOR LENDERS/EXHIBITORS

Procedure

Prospective exhibitors must provide a sample portfolio and leave contact details.

The Institute has an Exhibitions Committee which meets regularly to consider applications on their artistic merit and/or their educational and cultural merit with relevance to the academic pursuits of the Institute.

Selected artists/exhibitors will be advised of times available and will be issued with a clear list of responsibilities of the artist and the Institute.

Exhibitions form part of the learning experience for students and visitors to the Gallery. Exhibitors are asked to prepare a short talk (about 30 minutes) on the exhibits and their academic relevance to research or teaching at the Institute. The talk is to be presented as part of the Exhibition Opening Event.

Exhibitions linked to and funded by academic research grants will be given priority.

Cost

As *The Street* is a non-commercial gallery it is expected that exhibitions will be held at no cost to the Institute.

There is a flat-rate fee of £250 for use of The Street Gallery.

The Institute will normally charge a commission of up to 15 per cent on all items sold. The exhibitor is responsible for handling sales. Where a buyer subsequently acquires a piece of art displayed in the exhibition, the University of Exeter will expect its normal commission at 15 per cent.

The commission and gallery fee may be waived for charitable organizations and non-profit making exhibitors at the discretion of the Institute.

Exhibitors are encouraged to apply for grants.

Responsibilities of the Lender/Exhibitor

The lender/exhibitor is responsible for transporting the works to the Institute, and for presentation of the exhibits (framing, hanging etc.).

The cost of any outside technicians or specialists required for installation, conservation and display requirements of exhibits.

Strict adherence to the exhibition dates (hanging and removal of the exhibits) is requested.

Exhibitors are asked to provide two images and descriptive text of about 150 words no later than 6 weeks before the opening.

Provision of a catalogue is normally the responsibility of the exhibitor.

Full inventory of items to be exhibited, including condition and value must be provided (even where not for sale) – for insurance purposes.

Insurance for any valuable items is the responsibility of the Lender/Exhibitor.

Responsibilities of the Institute

The Institute will provide the exhibition space and basic hanging equipment (rods, hooks).

It will also prepare invitations/flyers and circulate them by email to the IAIS mailing list and names provided by the exhibitor.

The Institute will organize the opening and provide light refreshments.

Any special requests may be negotiated, and if agreed, the cost will be borne by the Exhibitor.

Facilities

The Gallery is a display space, which has not been purpose-built for exhibitions and therefore has several limitations. It has limited display cabinets (3 horizontal, 2 upright cabinets) which are lockable but not housed in a secure environment. There is no humidifier. The Gallery has superb atrium-high windows but these let in a lot of daylight from which exhibits may not be protected. There is limited spotlighting. The Gallery's position precludes the general public passing by and visitors are generally few. [It is certainly not a 'selling' gallery.]

Responsibilities of the University

Standard insurance cover (does not cover things such as spoiling by sunlight etc.)

The Lender agrees to leave his/her work with the University of Exeter at his/her own risk.

Signed..... Date.....