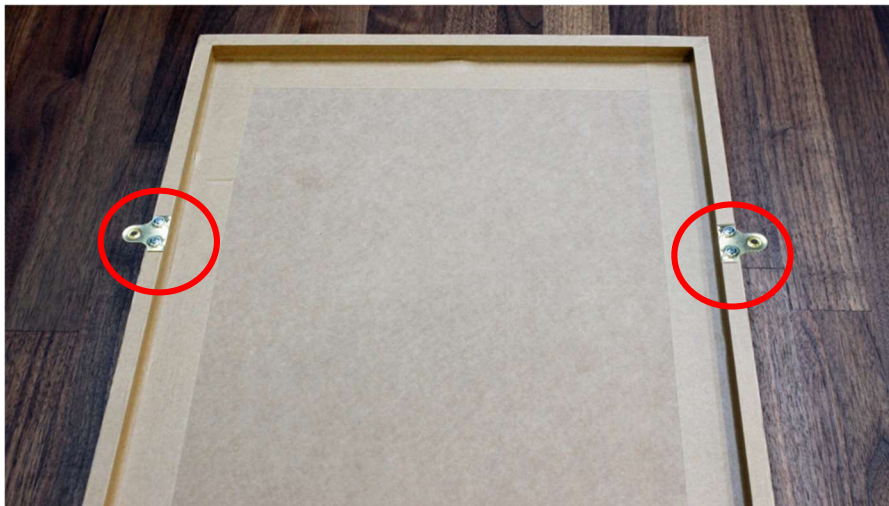


**WEST END CENTRE OPEN EXHIBITION 2024
INFORMATION PACK**

Dates: 8 November 2024 – 8 January 2025
Private view: Friday 8 November 2024, 7pm-9pm (family and friends invited!)
Location: West End Centre, 48 Queens Road, Aldershot GU11 3JD

Our Open Exhibition is a free to enter local showcase of artwork from across the community, from professional or aspiring artists and hobbyists to children and young people, all are welcome to submit work for display.

All work must remain up for the duration of the exhibition. Artists can submit up to 2 pieces. All artwork must be prepared for hanging with mirror plates, see image below.



If you submit two pieces of artwork, we will endeavour to include both unless we are limited by space. In that situation, the curators will select one of your submissions. All artwork must be brought on submission day, unfortunately we cannot accept late submissions.

You must drop off your artwork on **Saturday 2nd November 2024 between 10am – 2pm.**
You must collect your artwork on **Saturday 11 January 2025 between 10am – 2pm.**

When dropping off your artwork please fill in the Artist's Submission Form including all **highlighted sections** and label the back of each artwork with the slips provided. If you wish to sell your artwork, please fill in the separate Sale of Goods on Commission Agreement. We charge 25% commission on sold artwork.

You are very welcome to fill in the forms in advance and either email to west.end.centre@hampshireculturaltrust.org.uk or bring with you on submission day.

All artwork is displayed at the owners risk – please arrange your own insurance if required.

Our Gallery has become a busy mixed-use space, where we hold intimate acoustic gigs, stand-up comedy, a toddler group, a youth club, and can be hired out for community use. Therefore your work will be viewed by a wide and varied audience and at times you may not be able to view or access the Gallery if it is in use for one of these activities. Any other time the centre is open it is free to be viewed by any member of the general public. If you are planning a visit specifically to view the exhibition you are welcome to phone or email ahead to check that the Gallery is free to access.



WEST END CENTRE OPEN EXHIBITION 2024
ARTIST'S SUBMISSION FORM

Artist Information:

Name:

Phone:

Email:

Artwork information:

TITLE	MEDIUM	SIZE	PRICE
1.			
2.			

Photographs:

Please circle: I permit / do not permit my work to be photographed for publicity both with HCT and public press in connection with the exhibition and published in print, online, paper format or otherwise.

Selling of Artwork:

Do you wish to sell your artwork as part of this exhibition? (We charge 25% commission)

Please circle: Yes / No

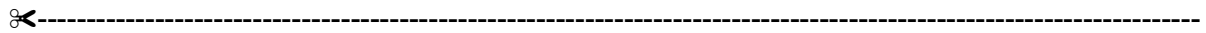
If answered yes, please complete and sign the separate **'SALE OF GOODS ON COMMISSION AGREEMENT'** so the West End Centre can sell your work on your behalf.

LABELLING OF ARTWORK

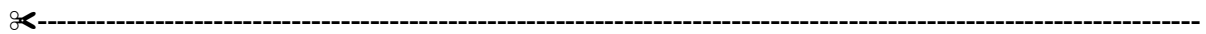
Please complete the below labels and attach with tape to the back of each piece of artwork submitted. **We will complete the catalogue number.**



Catalogue No.	
Name	
Contact no.	
Email	
Title	
Sale Price	
Medium	



Catalogue No.	
Name	
Contact no.	
Email	
Title	
Sale Price	
Medium	



AGREEMENT
(Sale of Goods on Commission)

Parties:

The Seller (“**Hampshire Cultural Trust**” (**HCT**)) is: West End Centre

Hampshire Cultural Trust, Chilcomb House, Chilcomb Lane, Winchester, SO23 8RB

Phone: 01252 330040

Email: annie.batten@hampshireculturaltrust.org.uk

Main contact: Annie Batten (Community Programmes Assistant)

The Creator (Artist) is:

Name and address:

.....

.....

.....

Phone:

Email:

Key Information:

- HCT is acting as Agent, selling on behalf of the Creator.
- The Creator’s items will be on display for retail at West End Centre which is open to the public between 8 November 2024 – 8 January 2025.
- At the point of sale there must be signage stating clearly that HCT is acting as an Agent, making the sale on behalf of the artist.
- The selling period is from: 8 November 2024 – 8 January 2025 (inclusive).
- The Creator is responsible for delivery of stock, and is required to provide an itemised products list with selling prices and insurable value ahead of delivery via email.
- It is the Creator’s responsibility for ensuring that all products you offer for sale are compliant with current Health and Safety and Fire legislation.
- At the end of the selling period, it is the Creator’s responsibility to collect all remaining unsold stock on 11 January 2025.

Sales commission:

- The Commission Rate is 20% plus VAT. (25%)
- At the end of the selling period the Creator will receive all sales proceeds, net of the commission charged.

- The sales amount will be paid to a nominated bank account:

Sort Code:

Account Number:

Name on account:

VAT Registration number (if applicable):

VAT

- HCT will charge no VAT on these sales.
- HCT will charge VAT (at Std rate) on all commission charges
- The Creator will be responsible for accounting for their own vat, as applicable.
- If a customer requests a VAT invoice, this must be provided by the Creator, (but only if registered for VAT.)

The Agreement:

- 1.1 The Creator has prepared and organised items for sale. On the terms of this agreement, the Creator agrees to provide the stock for the duration of the Selling Period and the Seller shall exhibit the stock and make the products available for purchase.

No change to this agreement is binding on the Creator or the Seller unless in writing and signed on behalf of the parties.

The parties have read and agree to the Terms and Conditions and accompanying schedules attached to this agreement. This agreement takes effect on the date it is signed by both Parties.

On behalf of the Creator (Artist)	On behalf of the Seller (West End Centre)
<p>.....</p> <p>Signature</p>	<p>.....</p> <p>Signature</p>
<p>.....</p> <p>Name (PLEASE PRINT)</p>	<p>.....</p> <p>Name (PLEASE PRINT)</p>
<p>.....</p> <p>Date</p>	<p>.....</p> <p>Date</p>

TERMS AND CONDITIONS

1 SALE OF STOCK

- 1.2 **Sales list.** The Creator must provide The Seller with a sales list containing the final ticket prices for each item to be sold no later than 1 month before the first Exhibition Date.
- 1.3 **Selling agent.** The Seller will act as a selling agent for the Creator. All items for sale in the pop-up shop will be transacted by The Seller, through The Seller's till.
- 1.4 If the Creator is not the owner(s) of the stock then it warrants that it has the authority of the owner(s) to appoint The Seller as selling agent and shall indemnify The Seller for all losses or damage suffered as a result of its breach of this warranty.
- 1.5 **Sales commission.** The Seller shall retain a commission on all sales of stock and merchandise. The amount of commission is set at the Commission Rate.
- 1.6 **Proceeds of sale.** The Seller shall pay to the Creator's nominated bank account the proceeds of sale from any stock sold, less the Commission Rate which The Seller shall retain.
- 1.7 **VAT registration.** The Creator must inform The Seller if it is VAT registered.
- 1.8 **Collection of sold stock.** All sold stock are to remain in situ until the end of the selling period, unless otherwise agreed between the parties. The Seller will coordinate the collection of sold stock by the buyers.
- 1.9 **Commission payment.** The total amount of sales will be calculated by The Seller following the end of the selling period. The Creator will be sent an itemised spreadsheet of sales so that the Creator may generate an invoice to The Seller. The Creator can only be paid upon receipt of a valid invoice (see template). Payment can only be made to one person/organisation and can only be made via BACS via 30-day payment terms. Please note: as a charity, The Seller is unable to take donations or raise money for other charities.

2 INSURANCE

- 2.1 **Insurance cover.** Hampshire Cultural Trust is not liable for any damage, theft or any artwork submitted. If you require your artwork to be insured, please seek private insurance
- 2.2 **Valuation for claims.** In the event that there is a claim which the Creator would like The Seller to pursue under its insurance policies, the Creator must be able to provide the insurers with a current valuation of the Stock which are the subject of the claim.
- 2.3 **Evidence of insurance.** The Seller will provide a copy of its certificate(s) of insurance to the Creator one month prior to the first Exhibition Date.
- 2.4 **Creator Insurance for Installation and De-installation.** The Creator may only partake in the Installation and/or De-installation of the Exhibition if it has appropriate public liability and employers' liability insurance policies in place. The Creator shall provide a copy of the same to The Seller on request.