



**10 days 2015 | CHALK | 10 Oct - 7 Nov**

An interdisciplinary contemporary arts platform across Winchester

[www.10dayswinchester.org](http://www.10dayswinchester.org)

## Terms and Conditions for participating artists:

Please confirm your acceptance of our participants' offer and the **10 days'** Terms and Conditions **within 2 days** of being notified of your selection by emailing [contact@10dayswinchester.org](mailto:contact@10dayswinchester.org)

Arrangements will be made for you to meet the curator responsible for your project, **before 7<sup>th</sup> July**, to discuss your proposal further. It is your responsibility to provide a signed copy of this agreement when you meet your curator. Please read the **10 days' Health and Safety, Data Protection, Equal Opportunities, Complaints and Child Protection and Vulnerable Adults Policies**. These policy documents are available on our website at [www.10dayswinchester.org/terms](http://www.10dayswinchester.org/terms)

**In accepting our offer, you also accept the following Terms and Conditions:**

**1. You will provide us with the following information within the set deadlines:**

*(Please note: It is in your interest to complete the requirements below within the deadlines and it is your responsibility to ensure that this is done in full. We may withdraw our offer if you do not submit the signed Terms and Conditions in time and you do not meet the deadlines set out below)*

**Deadline - Within 2 days of notification: -**

- a) You will accept T&C by email to [contact@10dayswinchester.org](mailto:contact@10dayswinchester.org)

**Deadline – Before 7<sup>th</sup> July: -**

- b) You will return a signed copy of this agreement to **10 days**. The form can be handed in when meeting your curator or, in agreed circumstances, returned by post to the **10 days'** address below.  
(NB: If you are part of a collaboration, each member will be required to agree to and sign the T&C)
- c) You will work with your curators to produce an outline plan for the development of your work and opportunities for photography, media interviews and online engagement.
- d) You will identify any external need for support with installing your work (e.g. technical assistance and PAT testing)

### **Deadline - Before 24<sup>th</sup> July: -**

- e) You will submit material for marketing purposes
- f) You will submit the final version of your Method Statement and Risk Assessment for installation and public safety

### **2. You agree:**

- a) If you are part of a collaboration, you are responsible for ensuring that all the main collaborators involved in your work or project are Friends of **10 days**. There is no fee to become a Friend. See: [www.10dayswinchester.org/becomeafriend](http://www.10dayswinchester.org/becomeafriend) to join. Friends are displayed at [www.10dayswinchester.org](http://www.10dayswinchester.org)
- b) You have read and understood the CHALK Call in conjunction with this document.
- c) That your work, including developmental stages, may feature in the **10 days'** marketing campaign
- d) To be interviewed about the development of your work for use in the **10 days'** marketing campaign
- e) To follow the **10 days'** Policy documents, as listed, and other Policies of the particular venue with which you are involved
- f) To discuss all aspects of public engagement and workshops with the curator responsible for your venue
- g) To abide by any of the venue's specific requirements, particularly with regard to on-site behaviour, photography and access arrangements
- h) To communicate about your work and its installation via the curators and organisers of **10 days** and not to approach the venue directly (including for the loan of artefacts)
- i) That the organisers of **10 days** will need to approve final works and plans, and **reserve the right to withdraw their offer** for reasons of display including safety, aesthetics, significant alterations to your proposed project and/or to protect the venue structure
- j) If you are selected to work in the Cathedral, to arrange with the Cathedral's arts consultant to meet or talk to her to agree your written Method Statement/Risk Assessment for the installation and de-installation of your work well before the 24<sup>th</sup> July deadline for submission to **10 days**.
- k) That all marketing materials for events and exhibits within the project will be created or approved by **10 days** and must include the **10 days'** logo, credits and supporters logos
- l) There will be strict times for installation and the take down of work, which may be within a limited timeframe. Your curator will inform you of these times. But: PLEASE CHECK THE ARTISTS' TIMETABLE for dates. The timetable is regularly updated online. Special arrangements are an exception and may only be made with the permission of your curator.
- m) If you do not attend at the agreed time for the installation of your work, we do not guarantee your place in the exhibition.
- n) To be responsible for the daily switching on and off all technical equipment unless otherwise specified by your curator.

### **3. Insurance:**

- a) **10 days** will provide basic public liability insurance for all artists and volunteers of **10 days** during exhibitions, agreed performances and public engagement activities. However,

depending on your project, if further needs for public liability insurance are identified with the curator responsible for your project, you will be required to provide additional cover.

- b) You must make every effort to protect your work and equipment during the installation, public viewing and take down of works for **10 days**. You are responsible for insuring your work, equipment and materials against damage, loss or theft.

**4. For those receiving awards for engaging new audiences:**

- a) Awards will only be made available when initial marketing material is submitted by 24<sup>th</sup> July, Terms and Conditions are satisfactorily met, and approval from your curator is given
- b) **10 days'** logo and credits must be used on all future presentations of the work in perpetuity
- c) **10 days'** logo credits and key supporters' logos for **10 days** must be displayed on all publicity material associated with the project / work/ event in the lead up to and during **10 days**
- d) Awards for engaging new audiences may be withdrawn if, for example, your Method Statement or marketing information is not completed in time.

**5. Before marketing and exhibiting your work, we will check that:**

- a) Your work is of an appropriate quality
- b) We have evidence of any additional insurance, if required
- c) You have a current certificate of PAT testing and labelling for all electrical equipment used in installation, take down and exhibition
- d) You have identified and agreed that any technical assistance required can be made available
- e) An approved Method Statement is in place
- f) An approved Health and Safety and Risk Assessment is in place
- g) You are abiding by your venue and **10 days'** requirements
- h) You and your collaborators are Friends of **10 days**

**Project title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Collaborators**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Please email confirmation of your agreement to these Terms & Conditions to [contact@10dayswinchester.org](mailto:contact@10dayswinchester.org) within 2 days of being notified of your selection.**

**Please also give a signed copy of this agreement to your curator at the meeting arranged to discuss your proposal. Alternatively, in other agreed circumstances, post to *10 days* c/o 148 Stockbridge Rd Winchester SO22 6RN by 7<sup>th</sup> July 2015**