



Exhibition terms and conditions

1. Delivery and collection of work

The Exhibitor is responsible for the transportation of work to and from the University.

The University has limited facilities to store work prior to installation and any work so stored is at the Exhibitor's own risk.

2. Exhibiting work

There are seven exhibitions throughout the year each for a period of 6 weeks. The gallery is not an enclosed space and the University reserves the right to veto works that, in the opinion of the Friends of Art Group, may cause offence to students, staff, conference guests or other visitors.

The Exhibitor is responsible for hanging the work and for taking it down at the end of the exhibition. The Gallery has a rod and clip hanging system and it is recommended that work has D rings fixed to the back for the hanging system as using other methods to attach work, e.g. nails or hooks, is not allowed.

The University's maintenance team can assist with hanging in difficult areas by prior arrangement but are not available to do general installation. Similarly the Caretaker can assist with general enquiries but is not available to help with installation.

3. Access to the Gallery

The gallery is open on weekdays from 8.30am to 6.00pm; weekend hours may be restricted due to conferences, open days or other events taking place in the building and there may also be occasions during the conference season when the gallery is inaccessible so visitors are advised to check in advance before making a special trip (e-mail visualart@winchester.ac.uk or phone 01962 827578).

4. Security

Once in place in the Gallery, all work will be insured at a value agreed prior to installation.

The Gallery has CCTV cameras covering most areas. During opening hours 8.30am-6.00pm each weekday the Gallery is monitored by members of University of Winchester staff. Access to the gallery may be restricted on occasion due to educational or conference commitments. Whilst closed the Gallery is accessible to resident students or delegates of the University of Winchester.

4. Publicity

The University will produce printed and electronic fliers, and e-invitations if required, in its house style using text and images provided electronically by the Exhibitor.

The University will promote the Exhibition to its staff, students, local galleries and other public venues and to the external community via its website and usual distribution channels. The Exhibitor is responsible for any wider promotion of their Exhibition.



THE UNIVERSITY OF
WINCHESTER

The Link Gallery

5. Exhibition Opening/Private View

Arrangements for Exhibition Openings/Private Views are negotiated individually. If catering is to be provided at a private view the University's catering service should be used, and paid for by the Exhibitor. Please contact conferences@winchester.ac.uk, phone 01962 827661 for availability and refreshment costs. The University reserves the right to display its own promotional material at opening events.

5. Sale of work

There is no charge to exhibit in the gallery but the University asks for a 20% commission on sales. The University will pass on enquiries from potential buyers, but sales must be arranged directly with the artist. Work must remain in place until the end of the exhibition.