



## Ranelagh Arts Centre Gallery Exhibition Form

|   |            |           |                    |
|---|------------|-----------|--------------------|
| <b>Applicant Name:</b>  |            |           |                    |
| <b>Address:</b>   |            |           |                    |
| <b>Email:</b>   |            |           |                    |
| <b>Contact Number:</b>  |            |           |                    |
| <b>Brief Biog</b> (500 words or less):  |            |           |                    |
| <b>Proposed Exhibit Date/Duration</b><br>(please state opening or closing dates or duration of proposed exhibit): |            |           |                    |
| <b>Are You Flexible on the Above Dates/Duration?</b>  | <b>YES</b> | <b>NO</b> | <b>OTHER NOTES</b> |
|   |            |           |                    |

**Please Read The Terms Of Exhibition Agreement on the following Page**



**Terms:**

1. Standard exhibitions will run for 12 days from Thursday to Monday (hanging of exhibition will commence on the Wednesday).
2. Fees for exhibition Gallery Space: €250
3. It is assumed that exhibitor will be responsible for hanging their own exhibition. We recommend 3 persons for this process.
4. Exhibit pieces to be hung using picture-rail. Absolutely No Nails in Gallery walls.
5. A request may be made for Gallery staff to assist exhibitor in hanging exhibit at a cost of €50 per person assisting. A request may also be made for Gallery staff to hang entire exhibit on behalf of exhibitor the cost for this service is €150. [All prices based on Gallery Exhibition].
6. The exhibitor will be responsible for purchasing hanging wire for the exhibition (it is the responsibility of the exhibitor to ensure the wire/hanging material used is strong/dependable).
7. The Gallery will charge a 20% commission on all sales.
8. Cheques for all sold works will be made payable to Ranelagh Arts Centre.
9. Payment will be made to artist/exhibitor 7 days after close of show.
10. After exhibition period Ranelagh Arts Centre will hold works for a period of 48 hours at no charge. After this period a charge of €20 per day will be applied for storage of works.
11. The Gallery can supply a person to cover the bar on opening night by arrangement.
12. The Gallery can supply a person to take care of sales and finance by arrangement.
13. The Gallery will publicise exhibitions and events on social media before and during the exhibit and will create basic promotional material (limited number of posters) as part of normal exhibit process, if further or more comprehensive advertising is required a request can be made to Ranelagh Arts Centre and we can discuss the possibility of providing a more advanced promotional service for an agreed fee.

**Signed RAC:**

**Date**

**Signed Exhibitor:**

**Date**