



Oriel Joanna Field Gallery

A Guide to Prospective Exhibitors

If you are interested in presenting your work in the Joanna Field Gallery at the Torch Theatre, please send us the following information. E-mail submissions are preferred if possible:

- *Your personal contact details*
- *An outline proposal of your exhibition*
- *Examples of catalogues from any previous exhibitions*
- *Recent photographs of the work you intend exhibiting (digital photographs, prints or disc), clearly labelled with your name, the titles of the work, the medium you have used, sizes and guideline prices*
- *Details of any special hanging or installation requirements*
- *Return postage to cover any samples sent, if applicable*

The Torch Theatre is not prescriptive about the variety or style of visual arts shown in the Gallery. We are happy to consider ideas from the ultra contemporary to the more traditional, from multi-media work to watercolours and ceramics.

There is expected to be a 9 to 12 month lead-in time for exhibitions, and we aim to provide a balanced programme of work from both local and national professional and emerging artists, and local community groups. All applicants will be responded to, and every effort made to return all items submitted, where applicable. The Torch Theatre cannot accept liability for any lost or damaged items. Exhibitions will normally run for 6 to 8 weeks, but this is negotiable.

Submissions should be addressed to

Peter Doran
Artistic Director

Email: peter@torchtheatre.co.uk

By Post: Torch Theatre, St Peter's Road, Milford Haven, Pembrokeshire, SA73 2BU

The following is intended as a general guide to what you may expect if your work is accepted for exhibition.

Agreement to Exhibit

Upon agreement to present your work, the Torch Theatre will issue an Exhibition Agreement which will include an acceptance of the Torch Theatre's Terms and Conditions, detailed therein and to be signed and returned by the artist/organisation. There is a one-off exhibiting charge of £20.00 + VAT, payable on return of the signed Agreement.

Delivery and Installation of Work

Unless agreed otherwise, it is the artist's responsibility to transport work safely to and from the Gallery. The artist will be expected to install and secure work in the gallery space, and consult with theatre staff as necessary concerning fixings and any Health and Safety issues. The Torch Theatre has the final say if there are any concerns or positioning of work exhibited.

Publicity & Print

The Torch Theatre will produce all exhibition signage and price lists if applicable, at no cost to the artist. Additional arrangements regarding publicity will form part of the Agreement, or be discussed in the lead-in to the exhibition.

The artist should ensure that the Torch Theatre has all the information required to make the exhibition a success; digital photographs, a draft press release and details for the exhibition signage should be provided

no later than six weeks before the opening date. Copy and images for the Torch Theatre's main seasonal brochure should be provided in accordance with the deadlines detailed by the Torch Theatre at the time of the Agreement.

We are determined to ensure that every exhibition is a success in its own right, and also contributes to the Torch Theatre's broader appeal to the public: It is important to work together to ensure every publicity is explored.

Private Views/Receptions

Details of these will form part of the Agreement.

Sale of Work and Commission

Sales will usually be handled by Box Office staff and House Managers. The Torch Theatre will receive 30% commission on the retail price of all works for sale. Income from all sales will be paid by cheque to the artist, less any commission due, within 14 working days of the exhibition closing. Payment will be accompanied by a detailed sales report from the Torch Theatre.

Insurance

The Joanna Field Gallery is not regularly patrolled, although it is fitted with closed circuit cameras. The Torch Theatre will accept liability for artists' work whilst they are on the premises when notified in writing of the complete catalogue and value of each piece exhibited. There may be an upper limit to the amount insured. The artist must be satisfied that his/hew is securely displayed. Insurance during transit is the responsibility of the artist.

Gallery Opening Times

Monday-Saturday 10.00am to 8.00pm