



This document provides information for Exhibitors and outlines the procedures followed by the Museum and Exhibitors before, during and after exhibitions. It defines the responsibilities of each party. **Acceptance of the offer of an exhibition at the Museum confirms that the Exhibitor has read and accepted these guidelines.**

## Description and Dimensions of Exhibition Spaces

The Museum has two galleries. The First Floor Gallery is usually reserved for exhibitions of artwork, while the larger Ground Floor Gallery usually accommodates in house or touring exhibitions. Both Galleries are free for members of the public to visit.

### Ground Floor Gallery

The Ground Floor Gallery is used for various purposes, including invited visiting exhibitions. It is rectangular in shape, the available wall space being 7.2m, 3.4m, 4.0m, 0.8m in length and 2.2m high (see plan at end of this document). The space has a picture hanging system with sufficient wires and hooks to double hang 28 pictures. Two glass display cases are available for use with dimensions 700mm (w) x 700mm (d) x 1000mm (h). Power sockets are available on the front and back walls.



## First Floor Gallery

This square room has three usable wall lengths of 4000mm wide by 2100mm high (see plan at end of this document). The fourth wall has a door in the centre with useable wall widths of 900mm and 1200mm either side. The walls are panelled with mdf painted white, into which fixings can easily be attached. Two perspex display cases are available for use with dimensions 700mm (w) x 700mm (d) x 1000mm (h). Power sockets are available in the centre of the floor and on the lower right of the back wall.



## Applying to exhibit in Gairloch Museum

Applications are invited particularly for art exhibitions but also for other (eg Cultural, Historical, Photographic) exhibitions. Exhibitions are usually on display for 6-8 weeks. Applications to exhibit should be made via the application form found on the Museum website [www.gairlochmuseum.org/downloads](http://www.gairlochmuseum.org/downloads)

All applications will be considered by the Exhibition Planning Group who plan at least a year in advance. Key selection criteria are outlined in the Museum's Exhibition Policy. Broad factors taken into account include relevance to the Museum's cultural aims, the quality of the work and audience appeal, as well as the opportunity for associated events (workshops, talks, local involvement). Innovative forms of display are welcome.

Access to the Museum archive and photography collection, including duplication of necessary materials (e.g. for local history exhibitions) should be discussed with the Curator before an exhibition proposal is accepted.

### **Installation of Exhibitions**

Installation is the primary responsibility of the Exhibitor, who will be given access to the Museum's gallery for installation on days to be arranged during the week preceding the exhibition opening.

The Exhibitor is responsible for arranging transportation of any objects or materials necessary for the exhibition and is responsible for covering any associated costs.

The Museum can offer practical assistance with exhibition hanging and installation, provided this is arranged in advance. Equipment and materials for the hanging of display pieces can be provided if requested.

The Exhibitor should provide a biography to be placed on the wall with information about the Exhibitor and the exhibition.

The Exhibitor is generally responsible for supplying and covering the cost of display materials, although this should be discussed with the Exhibitions Coordinator. Labels, pricelist and biography can be generated by the Museum team with notice, and any provided by the Exhibitor must meet with our display standards.

Additional resources may be offered by the Museum, if requested, on a case-by-case basis.

### **Marketing**

The Museum will advertise and promote the exhibition using materials provided and/or approved by the artist. Details of an exhibition, including individual paintings, will generally be posted on the Museum website as well as on Social Media.

To enable online and in gallery listings and sales, a list of the artwork for sale (with prices) is required at least one week before the exhibition begins. These details can be subject to change up until the preview.

### **Insurance**

The Exhibitor is responsible for insuring their work while it is on display at the Museum. Artists who are members of Scottish Artists Union, the SAA and Artists Newsletter will likely have insurance as part of their membership package.

### **Opening**

The standard opening day for an exhibition is Saturday.

The Museum will offer to organise a Preview Evening, usually with drinks, on the Friday preceding the Saturday public opening. The actual arrangements, including additional events (such as talks, music), invitations and costs will be discussed and agreed with the Exhibitor prior to installation. The Museum

will advertise this event and issue invitations to its members and the local community. The Exhibitor may issue invitations to personal and professional contacts.

## **General Management**

The Museum will ensure the cleanliness of the galleries and appropriate environmental conditions. A CCTV system is in place for security purposes.

Any issues with artworks on display (such as frames or mounts failing) should be dealt with as soon as possible by the Exhibitor. The Museum will endeavour to offer assistance in resolving any issues.

The Exhibitions Coordinator will liaise with the Exhibitor to arrange any associated events, such as workshops, talks and community events.

## **Sales**

A pricelist must be provided to the Exhibitions Coordinator before the opening of the exhibition (or its Preview). Artwork that is not for sale must be identified as such.

The sale of items on display will be handled internally by Gairloch and District Heritage Company Limited. Items sold that are part of the exhibition will be subject to a set commission fee of 35% of an item's sale value + VAT thereon at the current standard rate.

Where the method of settlement of sales incurs a transaction charge, the Museum and the Exhibitor will be responsible proportionally in line with the set commission fee.

Items agreed to be for sale peripheral to the exhibition, e.g. calendars, cards and unnumbered prints, will be accepted by the Museum Shop subject to a set commission fee, normally in accordance with the rates mentioned above. Where such peripheral items are already stocked in the Museum shop, they may be accepted by the Museum at the previously agreed price. All peripheral items for sale during a temporary exhibition must be agreed with the Exhibitions Coordinator in advance.

Income from the sale of artwork and any peripheral items sold (less the Museum commission and VAT on commission) will be paid to the Exhibitor no more than 28 working days after the close of the exhibition.

Where commissions or referrals are taken at, or received as a direct result of the exhibition, the Exhibitor will remit to the Museum payment equivalent to the appropriate commission plus VAT as per the above guidance.

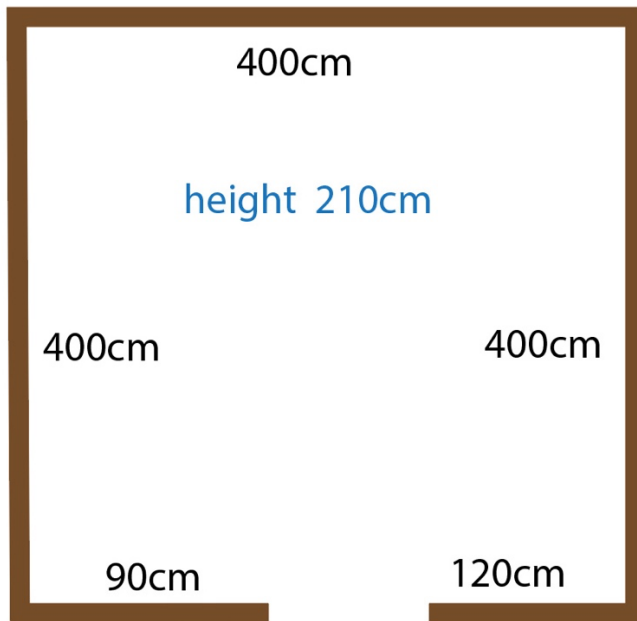
## **Takedown**

The standard closing date for an exhibition is Saturday. Takedown of the exhibition is the primary responsibility of the Exhibitor. It is expected that exhibitions will be taken down at the latest by the Tuesday following the closing date of the exhibition. If there are any difficulties with this, these should be discussed with the Curator or Exhibition Coordinator well in advance.

## Gairloch Museum: Guidelines for Exhibitors (March 2025)

Sold items from the exhibition should be claimed by the purchaser at the close of the exhibition. The Museum is happy to assist with arranging the uplift/delivery of artwork. The Museum will not take financial responsibility for the shipping or couriering of any sold works but will willingly work with any purchaser who wishes to arrange such services. All works that remain unsold should be removed by the exhibitor when the exhibition is taken down.

### First Floor Gallery



### Ground Floor Gallery

