



# Visual Arts and Crafts

application forms, exhibition policies and  
terms and conditions for exhibiting at Cornerstone

We have a number of opportunities for exhibiting Visual Arts and Crafts at Cornerstone.

By completing sections A and B of these forms your work will automatically be considered for the Window Wall (information enclosed) for which you may be encouraged to submit work. However artists interested in creating an installation piece for the Window Wall should complete section D.

Please tick the boxes in section A for the projects (events and exhibitions) for you wish to be considered. Please note that a selection policy or notes will guide the selection process for each project.

Cornerstone will always take a commission on sales unless otherwise stated. Artists and exhibitors resident in South Oxfordshire district will pay 20% on sales of their work, and exhibitors and artists who live outside South Oxfordshire district will pay 30% commission. When exhibitions are by arts societies and groups with members who live both inside and outside South Oxfordshire district, then an information sheet must be supplied detailing the circumstances for each individual exhibitor.

Other terms and conditions relating to the exhibition of visual arts and crafts are covered in the pages following the application forms.

#### Deadlines for applications

project	deadline for application	notes
Gallery	1 <sup>st</sup> August 2010	All applications received after each date will be considered at next panel meeting (see gallery notes)
	1 <sup>st</sup> December 2010	
	1 <sup>st</sup> April 2011	
	1 <sup>st</sup> August 2011	
	1 <sup>st</sup> December 2011	
Window Wall	ongoing	
Craft Boxes	ongoing	

All applications should be marked **Visual Arts and Crafts application**, and sent to **Cornerstone, 25 Station Road, Didcot, Oxon OX11 7NE**

A stamped address (hardback or padded) envelope will be required if you require safe return of your photographs.

Alternative formats of this publication are available on request. This includes large print, braille, audio cassette, computer disk and email.

**Section A** – About you, what you are applying to do and your images

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Studio location / where you create your work? \_\_\_\_\_

I am applying / submitting a proposal to exhibit:

- Gallery
- Window Wall
- Craft Boxes

Sections you need to complete

A	B	C			
A	B		D		
A	B				

**Submission Details**

All applications must be supported by examples of the work. A **minimum of 8 images must accompany this application**. We cannot accept references to a website.

- Format images supplied in
- jpegs emailed
  - jpegs on a CD
  - printed

You may submit further information to supplement your application including artist's statements, relevant catalogues of work, or possible exhibition text for visitors. Please state any supplementary information included:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about this application process?

\_\_\_\_\_

\_\_\_\_\_

I have read and accept the terms and conditions for exhibiting at Cornerstone

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*FOR OFFICE USE ONLY*       *Work selected for exhibition*       *Work not selected – return to artist*

<input type="checkbox"/> <i>Gallery</i>	A	B	C			
<input type="checkbox"/> <i>Window Wall</i>	A	B		D		
<input type="checkbox"/> <i>Craft Boxes</i>	A	B				


**Section B – About your work**

What medium do you work in?

- |  |                                       |  |                                    |
|--|---------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Architecture    | <input type="checkbox"/> Glass        | <input type="checkbox"/> New media         | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Ceramics        | <input type="checkbox"/> Illustration | <input type="checkbox"/> Painting          | <input type="checkbox"/> Textiles  |
| <input type="checkbox"/> Design          | <input type="checkbox"/> Jewellery    | <input type="checkbox"/> Photography       | <input type="checkbox"/> Wood      |
| <input type="checkbox"/> Ethnography     | <input type="checkbox"/> Metalwork    | <input type="checkbox"/> Plastics/Polymers | <input type="checkbox"/> other     |
| <input type="checkbox"/> Fashion/Costume | <input type="checkbox"/> Mixed-media  | <input type="checkbox"/> Printmaking       | _____                              |

How is your work presented?

- Wall mounted  
  Floor mounted  
  On plinths  
  Other (please specify)

What do you produce:

Please provide details of items you sell and their price range

item	minimum price	maximum price

Exhibition History – current and past (please supply additional sheets if necessary)

where	from	to

Forthcoming exhibitions (please supply additional sheets if necessary)

where	from	to

**Section C** - Please complete if applying for exhibition in the **Gallery**

*Please consider the size of the gallery when completing this section. This application should be a proposal for a whole exhibition. Very occasionally two artists maybe paired together for 1 exhibition.*

**Exhibition Details**

Exhibition Title \_\_\_\_\_

Summary of your exhibition (30 – 40 words)  
\_\_\_\_\_  
\_\_\_\_\_

Aims of your exhibition:  
\_\_\_\_\_  
\_\_\_\_\_

Exhibition Content – please state the approximate **size, number** and **price** of the works to be included in the exhibition:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Displaying Work – please state if your work is framed, on canvas, or needs casing. If you intend your work to be displayed in another format please state how:  
\_\_\_\_\_  
\_\_\_\_\_

Expected target audience/ who will be interested in your work?  
(e.g. family groups, enthusiasts, art students, over 50s, animal lovers, schools, etc)  
\_\_\_\_\_  
\_\_\_\_\_

Please provide some information related to why these audiences will be interested in your work. This is vital for the gallery’s audience development, programming and targeted marketing of exhibitions:  
\_\_\_\_\_  
\_\_\_\_\_

Are you available to undertake associated events and activities?  
If so what kind of events / activities?  
\_\_\_\_\_  
\_\_\_\_\_

**Section D** - Please complete if applying for exhibition in the **Window Wall**

**Exhibition / Installation Details**

Exhibition / Installation Title \_\_\_\_\_

Summary of your exhibition (30 – 40 words)

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Aims of your exhibition:

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Displaying Work – please state how your work will need to be installed.  
E.g. if your work is vinyl and to be applied to the window directly, if the work needs to be hung from the ceiling, etc. Please include as much detail as possible

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Does your installation / exhibition require power or use the data points?  
Please supply details

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Expected target audience/ who will be interested in your work?  
(e.g. family groups, enthusiasts, art students, over 50s, animal lovers, schools, etc)

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Please provide some information related to why these audiences will be interested in your work. This is vital for the Window Wall's audience development, programming and targeted marketing of exhibitions:

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Are you available to undertake associated events and activities?  
If so what kind of events / activities?

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## CORNERSTONE VISUAL ARTS AND CRAFTS EXHIBITION POLICY

Cornerstone is managed and funded by South Oxfordshire District Council. The gallery and other visual arts and crafts projects, exhibitions and events are for the benefit of South Oxfordshire residents, visitors and artists.

The visual arts and crafts programme's key objective is to promote and maintain a balanced programme which is accessible to audiences, supportive of artists, and provides opportunities for professional artists, school and college students, community groups, organisations, and the voluntary arts sector to exhibit in a dedicated contemporary gallery space.

We will aim to create active partnerships with artists and curators rather than be simply a 'receiving house'.

The temporary exhibitions and events programme supports the following strategic objectives of the Council, which are:

### Managing our Business effectively

- Provide value for money services that meet the needs of our residents and service users
- Provide equality of access to our services

### Transforming Didcot

- Develop a thriving town centre with a wider range of facilities

### Improving opportunities, activities and support for young people

- Increase access to a wide range of activities for young people, which meet their needs; and support young people at risk of committing antisocial behaviour and crime

### Strengthening local communities

- Support local groups to provide services and solutions in their local communities

In addition the Cornerstone has its own mission statement.

Cornerstone's mission is to create and promote a fully accessible programme of high quality arts, culture and entertainment opportunities to meet the needs and enhance the experiences of the diverse community in the district, and beyond. We will do this through live performance, participatory activities, exhibitions and outreach work and our offer will encompass all ages and abilities. Cornerstone and its arts and social provision will play a very significant part in creating a stronger community in the district and we will be a destination of a choice for stimulating and high quality creative experiences for residents of the district and beyond.

## Guidance Notes

**Dates:** Please note that the panel and Cornerstone staff will allocate dates and spaces. No guarantee can be made to applicants that any dates or space requirements mentioned in their application can be honoured.

**Target Audiences:** Exhibitions usually reach two or three target audiences at the most; we would like you to consider which specific audiences your exhibition will attract and why. Cornerstone will assume that your family and friends will form part of your target audience, therefore these need not be mentioned on your application.

**Assistance:** We are not able to individually assess applications or to advise on your likely success. We can help with specific queries which relate to the completion of the form or the provision of images. Please telephone 01235 515140 or email [cornerstone@southoxon.gov.uk](mailto:cornerstone@southoxon.gov.uk)

**Images:** Please consider the size of the gallery space when detailing how many pictures you propose to exhibit in your exhibition (we ask for at least 8 images to help us make a decision about your application, but dependant on size of artwork expect you to exhibit more in the gallery space for the exhibition).

**Exhibition Content:** Aim to design / curate a cohesive exhibition. Whilst we want the exhibitions to have variety, we do not want exhibitions to be too dispirit.

## Gallery

*An exhibition space on the lower ground floor of the venue. The space is painted light grey offering approximately 170m<sup>2</sup> of wall space and operates using a hanging system (nylon and stainless steel hangers), projector and has power and data points in the floor. The space is programmed to feature a regularly changing series of exhibitions related to all aspect of visual arts. There will be approximately 10 to 12 exhibitions in one year.*

The gallery will display touring exhibitions, as well as national, regional and local artists, organisations and groups work. The programme will aim for a balance of various art forms, including:

- Fine art: sculpture, painting and printmaking
- Film and photography
- Textiles: knitting, weaving, tapestry, embroidery, fashion, costume, etc
- Crafts: carving, enamelling, ceramics, glass, etc.
- Illustration and design

We aim to programme projects and exhibitions which target the following audiences:

- the local community
- the educational sector
- tourists and general interest groups
- families and children
- special interest and minority groups

In one year we will aim to programme the following:

- 1 major touring exhibition
- 1 contemporary artist of national or international reputation, never or rarely exhibited in the region before
- 2 contemporary artists based in the region
- 1 specifically commissioned exhibition with associated workshops (dependent on budget)
- 1 science and arts project / exhibition
- 1 arts development project
- 1 exhibition by the voluntary arts sector
- 1 selling exhibition or arts fair
- 1 education establishment / community group

## **Exhibition Process**

A panel containing a minimum of 4 people will meet to consider the applications. At least two members of the panel will be from outside Cornerstone. The panel will meet on a set day. They will make their decision based on the forms and images supplied for that meeting. Successful applicants will be chosen + 2 reserves. All applications will be considered on that day and a decision reached. The offer of space will be mailed to successful candidates with an agreement slip. Any spaces left clear by non-acceptance will then be allocated to reserves. All decisions will be communicated in writing.

On occasions we will offer artists the chance to exhibit in combination with another applicant(s) where we feel this will be of mutual benefit.

The panel may advise that only one aspect of any artist's work or practice is offered an exhibition to ensure the coherence of any display.

As you can see it is important the Application Form should be fully completed and a minimum of 8 photographs should be returned which reflect the content of your

exhibition. Please note that a failure to supply either of these elements will make your application ineligible as it will not be possible for the panel to form a judgement. The photographs should be representative of the work, which you intend to include in the exhibition.

The panel will be made up of a number of artists and / or arts professionals. Members of the panel will be invited from the following:

- Arts Development for South Oxfordshire District Council
- Cornerstone staff
- Local voluntary arts group
- Local professional contemporary artist
- Tutor who teaches a visual arts subject at Cornerstone
- Teacher from the local secondary and / or primary/junior school
- Young person / student from local secondary school who is studying an arts or design subject

The panel will meet as follows:

Meeting	Period for which exhibitions are being selected
April 2010	September – December 2010
August 2010	January – April 2011
December 2010	May – August 2011
April 2011	September – December 2011
August 2011	January – April 2012
December 2011	May – August 2012

### Labelling of Work

1. All works must have **2 labels**; the first on the back with the artist's name, title of work, medium, current price and number on the final list above. The second label should be attached to a string onto the hanging cord, so that it can be clearly seen if hung over the face of the work. This helps staff enormously when checking and hanging the exhibition. If this is not done you will be required to attach them at the gallery on delivery.
2. When pricing work, artists should bear in mind that the price should be inclusive of the 20% or 30% commission charged on sales by Cornerstone.
3. No additions or alterations (including prices) to the final list shall be accepted after the list of works has been submitted.
4. All works must be capable of being hung without damaging the item. All framed works must have D-rings securely screwed to them and strung ready for hanging. Those not strung cannot be displayed. Clip frames are not suitable for our gallery. Textile/paper etc. hangings should have a suitable fixing allowing them to be hung. Small works will generally be displayed in cases. Works should be durable enough to last the duration of the exhibition.

### Exhibition Selection

The following will be taken into account at the panel meeting:

- Whether the exhibition meets the terms and conditions set by the gallery.
- Whether the exhibition proposed is the type of work that can be displayed in the gallery spaces.
- Whether the exhibition will attract new audiences to the gallery.
- Whether the exhibition delivers on the criteria or policy for the project.

- Whether the exhibition is highlighting new techniques, mediums, subject matter which may not have been seen at the gallery previously.

All the exhibitions must show new work or in the case of community exhibitions must be on a new topic or theme, they must include 3D objects and text needs to be suitable for a family audience.

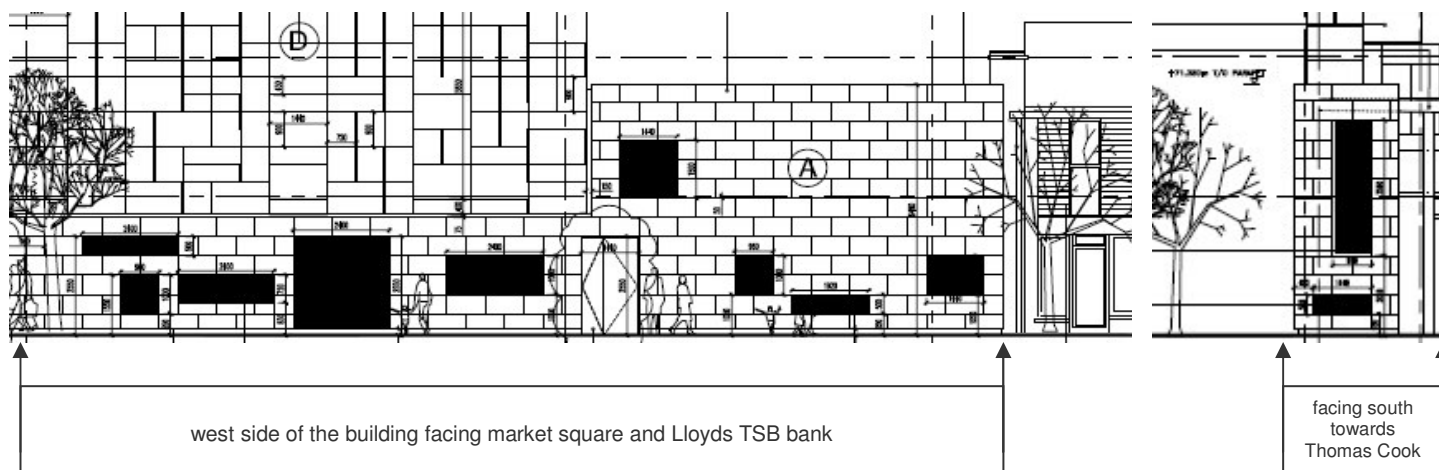
The selection of exhibitions is the responsibility of the panel or Cornerstone staff and their decision will be in line with each policy.

If an artist is dissatisfied with any decision made, they should write in the first instance to South Oxfordshire District Council's Arts Development Officer, who will give a written response and provide details of how to take the matter further if this is considered necessary.

**Equipment:** The gallery can receive cases or plinths for the display of 3D / smaller pieces. Clip frames are not suitable for the gallery.

**Plans and elevations** of the gallery space are available on request

### Window Wall



*A wall on the west side of the building facing on to the Market Square, containing 10 varying sized display windows, intended as installation spaces for local artists and makers, which change regularly (4-8 weeks). Each window has power and data points and will exhibit artworks as pieces in their own right or installations, designed site specific for the individual window.*

We would particularly like to encourage proposals:

- for innovative installations
- using new media
- which bring together art and science
- which are for topical events (e.g. drawing related to Big Draw, Olympics, Family Learning weekend, regional events)

Please note that all Window Wall's access doors, through which the work must be installed, are smaller than the window faces. Dimensions for each window space and the access doors are available on request. If you need to correspond with Cornerstone staff about a specific window, they are numbered 1 to 10 from left to right (and exclude the tall narrow window on the south facing wall).

## Terms and Conditions relating to projects and exhibitions held at Cornerstone

### **A. Introduction**

The aim of these arrangements is to ensure the smooth running, good hanging or display, and security of your exhibition or the overall project.

### **B. General**

- 1a. No charge is made for the private persons or groups exhibiting work but
- 1b. 20% commission is taken by Cornerstone from artists and exhibitors resident in SO district (e.g. pay Council Tax to South Oxfordshire District Council) on any works sold or commissioned during the exhibition and
- 1c. 30% commission is taken by Cornerstone from exhibitors and artists who live outside SO district on any works sold or commissioned during the exhibition.
- 1d. When exhibitions are by arts societies and groups with members who live both inside and outside SO district, then an information sheet must be supplied detailing the circumstances for each individual exhibitor.
- 1e. Only works supplied to Cornerstone in advance of the exhibition (in gallery) can be sold.
2. Sales are dealt with by Cornerstone staff. Cheques from purchasers are made payable to South Oxfordshire District Council at the Box Office. The artist(s) or group are paid at the end of the exhibition.
3. Information to be supplied by the artist a minimum of 3 months before the season in which the exhibition / project takes place (e.g. June for exhibition between September and December, October for exhibition between January and April and February for between May and August):
  - Brief biography and artist's commentary on the exhibition which includes details of how the work is created, why this theme etc. This will be used in interpreting the work to the gallery's visitors.
  - Please submit a selection of around 5 images for the publicity material, highlighting the preferred (first choice) image. Submitting this material by the deadline given allow allows wider marketing opportunities by Cornerstone (e.g. use Cornerstone brochure). If images are not supplied by the deadline images supplied with the application will be used.
  - List of works to be exhibited with sale prices, for sale and insurance purposes. (The period Cornerstone receive this in advance can be negotiated with the Arts Development Officer).
4. Works should not have been exhibited previously at the Cornerstone. Exception would be made in the case of a one-person retrospective exhibition.
5. Only works which are present at Cornerstone can be sold through the project or exhibition.
6. The price of items for sale cannot be altered once labels / catalogues are produced.
7. In the case of group bookings of the gallery, a designated co-ordinator must take on the responsibility to disseminate all relevant information and see that all conditions are met. Additional copies/electronic copies of these can be supplied for circulation within groups.
8. Only Cornerstone staff will arrange and hang works. All artwork must be framed, unless a prior arrangement is made with the Arts Development Officer. Artwork must be delivered in a state to be hung, with 2 D-rings

securely screwed to the frame. Artwork not supplied with 2 D-rings may not be exhibited or Cornerstone may ask permission to attach D-rings to the frames and charge the artist for the cost. Cornerstone's decision on hanging will be final. Artists or group co-ordinator will be expected to be present during the process of hanging their exhibition in accordance with the prearranged Cornerstone timetable. Artists will work to Cornerstone's risk assessments.

9. Should building work of any kind be planned for the building which might endanger works of art or the visiting public, Cornerstone reserves the right to cancel any exhibition booked for that period.
10. Cornerstone reserves the right to hold events in the gallery space at any time.
11. Cornerstone reserves the right to cancel an exhibition if these conditions are not fully met.
12. Cornerstone reserves the right to refuse to exhibit any work deemed unsuitable for exhibiting in the gallery.
13. South Oxfordshire District Council and Cornerstone reserves the right to make amendments to these Terms and Conditions.

### **C. Publicity**

1. Cornerstone produces a brochure each season (three times per year), in which each exhibition in the gallery is profiled.
2. When requested Cornerstone produces an explanation panel for the wall in the gallery.
3. Cornerstone
4. Explanation panels are produced and displayed in a window regarding the content of the Window Wall.
5. Posters and brochures can be provided by Cornerstone if required, from the material used for the brochure. No changes can be made to exhibition content after this date. Publicity material for the exhibition must be produced in line with Cornerstone's branding guidelines (available upon request) and all publicity must be approved by Cornerstone's Marketing and Development Officer. There may be cost implications to the artist / group in producing publicity.
6. A press release will be written by Cornerstone's Marketing and Development Officer, based on details provided by the artist/group, and circulated to local press contacts. A contact telephone number should be included if the artist(s) wish to appear in press photographs and do interviews.

### **D. Private Views**

1. Private Views/Openings are possible at the beginning of the exhibition and also on occasion during the run of an exhibition. It is essential that you check the availability and book your private view with one of the hires team when your exhibition is formally programmed by the arts development officer.
2. Access by exhibitors/hirers will be from the booked time only. Access will be available only to the booked space, the gallery and the toilets.
3. Due to the floor finish in the gallery, food or drink cannot be served in the gallery itself. If you wish to provide catering or refreshments for your guests, you must book either 'Chalk' one of our multi purpose rooms, or the café bar, both of which are situated adjacent to the gallery. Please note that a private view/opening must take place on a non-performance night and cannot take place if an event is being held in the bar.

4. Refreshments must be organised through, and paid to, Couture (catering franchise for Cornerstone).
5. The artist / group will be expected to produce the invitations and to organise the event. The hires team at Cornerstone are happy to advise you.
6. In order to conform to fire regulations, a maximum of 60 people may attend the private view at any one time in the gallery space, 27 people at any one time in 'Chalk' and 150 people at any one time in the café bar. It is your responsibility to ensure that you do not exceed the maximum capacity for these rooms. If rooms become overcrowded Cornerstone reserves the right to refuse admission. Please bear this in mind when sending out invitations.
7. The box office closes at 6pm on non-performance nights, if you would like the box office to be open to administer sales of exhibition items this needs to be done by prior arrangement with the operations manager. This may incur an extra charge.
8. A nominal charge of £5 per hour will be made for private views. This will apply to setting up and clearing down time. If you require the bar to be open for your guests outside normal opening hours, it may be necessary to give a deposit as a minimum bar spend to cover Couture's costs.
9. An invoice / confirmation of booking will be issued for the hire payment. Any additional time used by the hirer will be rounded up to the nearest half hour.
10. The contract for the room booking and the risk assessment for the room must be returned in order for the booking to be secure. We will send you the room risk assessment in advance and are happy to help you fill this out if you need.
11. A minimum cancellation period of 48 hours exists for private view bookings.
12. What to do next  
Contact one of the hires team to discuss and arrange your private view.  
T: 01235 515144 E: [louise.birt@southoxon.gov.uk](mailto:louise.birt@southoxon.gov.uk)  
We will advise you as to dates, times, discuss arrangements and put you in contact with Couture, our catering franchise.

#### **E. Acceptance, Display and Return of Works**

1. Works should be delivered to Cornerstone at least one week preceding the start of the exhibition. This date should be prearranged with the Arts Development Officer. Please note that if works are not received on this prearranged date, Cornerstone reserves the right not to hang them. The gallery cannot guarantee to hang any pictures that arrive late. Any problems with the submission date should be discussed with the Arts Development Officer.
2. Cornerstone will issue the exhibitor / artist with receipt forms for each artist to complete. On deposit of work, Cornerstone staff will check off the condition of works. A copy of the receipt is given to the artist, who then brings it to check and identify collections of work at the end of the exhibition. Work will not be released to individuals who cannot produce these receipts.
3. Time must be allowed for the condition of each individual work to be assessed and agreed by both the artist, or their authorised representative, and a member of Cornerstone staff. On busy submission days there may be a short wait.

4. All works shall continue to be displayed until the official end of the exhibition, when they will be available for collection. Exceptions can only be made in exceptional circumstances (e.g. purchase by an overseas visitor)
5. Works should be collected on the Tuesday after the end of the exhibition. A fee of 50p per artwork per day is chargeable for uncollected works, unless the artist has made alternative arrangements, in writing, with the Arts Development Officer.
6. Artists must bring their receipt when collecting work, and must telephone Cornerstone with the name of their proxy if arranging for someone else to collect their work. The proxy will need to bring the artist's copy of the receipt forms.

**F. Photography**

Cornerstone reserves the right to document exhibitions for the purpose of promoting the gallery and its services. Any request by external bodies, agencies, individuals other than the press to photograph an artist's work or exhibition will be referred to the artist for approval.

**G. Insurance**

South Oxfordshire District Council does not accept responsibility for loss or damage to articles lent for temporary exhibitions, unless such loss or damage arises directly as a result of negligence on the part of the Council or its officers.

The artist must have in place sufficient insurance cover for the works they are displaying, in respect of loss, damage and theft.

**H. Security**

Cornerstone does not employ security. The gallery is open to all visitors. We do not hire invigilators, but has standard duty of care.

**I. Freedom of Information**

While any exhibition agreement is between Cornerstone and the exhibiting artists, and its terms and conditions will not be shared with any other party, current advice is that the details can be made known if requested under the Freedom of Information Act. If this were to happen the artists will be informed.