



Flora and Fauna exhibition

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

Cornerstone has programmed an exhibition on the theme of Flora and Fauna between the dates of Saturday 13 March and Sunday 18 April 2010. All visual artists can apply.

To be considered for the of Flora and Fauna exhibition, you must complete sections A, B and F. Other sections relate to other visual arts exhibiting opportunities at Cornerstone. For more information, please visit www.cornerstone-arts.org.

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 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 10% on sales of their work, and exhibitors and artists who live outside South Oxfordshire district will pay 20% 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
Flora and Fauna exhibition (13 March – 18 April 2010)	31 January 2010	Applications received between the deadline date and the event will be eligible, but may not be considered if the exhibition / event is already full
Window Wall	ongoing	

All applications should be marked **Flora and Fauna exhibition**, and sent to **Cornerstone, 25 Station Road, Didcot, Oxon OX11 7NE**

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:

- Flora and Fauna exhibition
(13 March – 18 April 2010)
- Window Wall

Sections you need to complete

A	B				
A	B		D		

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

<input type="checkbox"/> Craft Fair	A	B			E	
<input type="checkbox"/> F&F Exhibit	A	B				F

Section B – About your work

What medium do you work in?

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

How is your work presented?

- | | | | |
|---------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> Wall mounted | <input type="checkbox"/> Floor mounted | <input type="checkbox"/> On plinths | <input type="checkbox"/> 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 F - Please complete if applying for the **Flora and Fauna** exhibition

no.	title	medium	approx size	price
1				
2				
3				
4				

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:

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)

Aims of your exhibition:

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

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

Please supply details

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 Window Wall'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?

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

Gallery

An exhibition space on the lower ground floor of the venue. The space is painted light grey offering approximately 170m² 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
October 2008	January – April 2009
December 2008	May – August 2009
April 2009	September – December 2009
August 2009	January – April 2010
December 2009	May – August 2010
April 2010	September – December 2010

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 10 or 20% 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 be securely screw eyed 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.

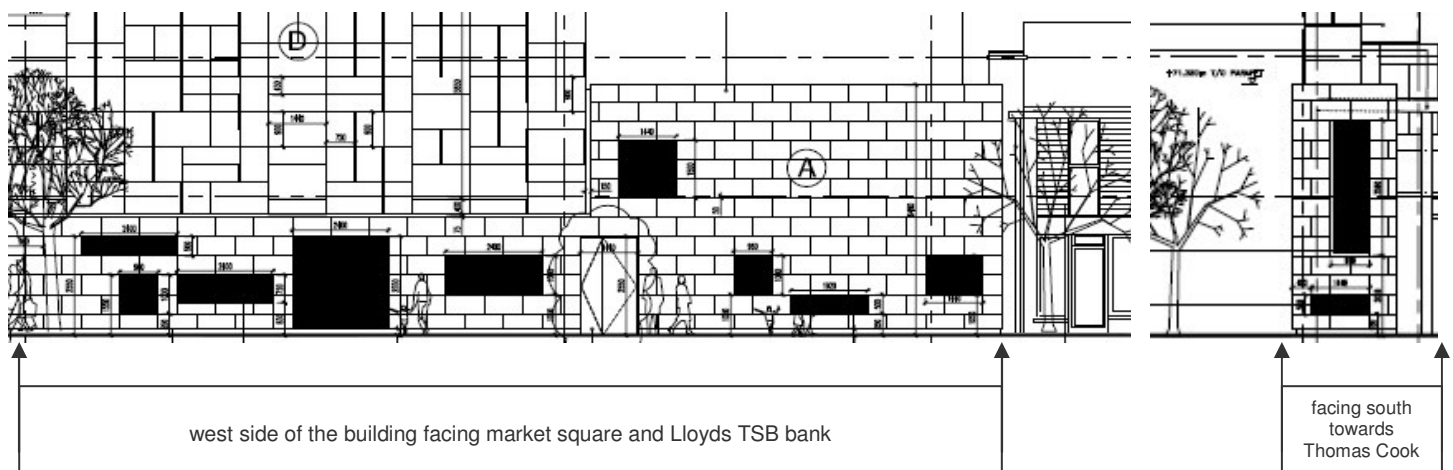
The selection of exhibitions is the responsibility of the panel or Cornerstone staff and their decision will be in line with each policy.

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).

Craft Boxes

Display cases in the venue will exhibit and sell 3D craft work (eg. jewellery, ceramics, textiles and paper) for periods of 4-8 weeks

Cornerstone will endeavour to maintain a balance of artists, balancing local makers and those based further afield.

Due to other events and exhibitions in the venue, the craft boxes may not always be in use.

Flora and Fauna exhibition

A showcase of local and regional artists' work, exhibited in the gallery, which coincides with the Cornerstone Craft Fair. Exhibition dates are 13 March – 18 April 2010. All work is for sale and commission will be taken.

The event will:

- have a larger proportion of 2D art work to 3D artwork
- artists can submit between 1 and 4 pieces of work
- the arts work should be on a 'flora and fauna' theme
- ensure there is representation of artists within a radius of 30 miles

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. 10% 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. 20% 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 2 months before the season in which the exhibition / project takes place (e.g. July for exhibition between September and December, November for exhibition between January and April):
 - 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).
 - 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 pictures must be framed, unless a prior arrangement is made with the Arts

Development Officer. 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. Explanation pages are produced and displayed in a window and at the box office for the content of the Window Wall
3. Posters and catalogues can be provided by Cornerstone if required, but information and images must be supplied by the artist a minimum of 6 weeks in advance of the start of the project / exhibition. 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.
4. 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 are possible by arrangement on the night before the start/opening. Refreshments must be organised through and paid to Couture (catering franchise for Cornerstone). The artist / group will be expected to produce invitations.
Please note that all food and drink must be confined to 'chalk' (the multi-purpose room adjacent to the gallery) or any other multipurpose room hired for the event unless prior approval has been sought from the Arts Centre Director to use the Gallery or an alternative space on busy evenings.
2. Access by hirers will be from the booked time only. Access will be available only to the exhibition gallery/space, and any multi purpose rooms if booked. In addition, guests will be able to use the lift and toilets.
3. 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', the multi purpose room, and 150 people at any one time in the restaurant bar on the lower ground floor.

4. All sales on the evening of the private view will be dealt with by the member of staff at the box office.
5. A nominal charge of £5.00 per hour will be made for private views to contribute towards staff and heating/lighting costs. This will also apply to setting up and cleaning up time.
6. 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 ½ hour or hour and added 30 minutes clearing up time will also be added and charged subsequently.
7. A minimum cancellation period of 48 hours exists for private view bookings.

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 (eg. 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.