



FOREST ARTS OPEN EXHIBITION 2024: Saturday 16 November 2024 – Wednesday 8 January 2025.

Deadline for applications for entry is Friday 1st of November 2024.

The open exhibition is a local showcase of artwork from across the community, from professional or aspiring artists and hobbyists to children and young people - all are welcome to submit work for display.

Artists are able to submit up to 2 new pieces of artwork not previously exhibited at Forest Arts. One or both will be accepted at the discretion of the curators and depending on overall number of entries and size. All artworks must be presented in a professional manner in a frame or on a canvas and prepared for hanging with D rings and cord attached. Each artwork should be clearly labelled on the back with a second label that hangs over the front. Please label with the following information:

Name of Artist, Title, Medium, Size (V x H cm), Price

Please note: All work must remain up for the duration of the exhibition.

When you have received confirmation of your submission, you **must** drop off your artwork between **9am-7pm on Monday 11 November 2024. Any work received after this date will not be hung.**

To apply, please fill in the form below, including all **highlighted sections** and send to forest.arts@hampshireculturaltrust.org.uk or you can print it and drop it into the centre.

Artwork information:

TITLE	MEDIUM	PRICE	SIZE
1.			
2.			

Photographs:

Please circle: I permit/ do not permit my work to be photographed for publicity both with HCT and public press in connection with the exhibition and published in print, online, paper format or otherwise.

AGREEMENT

(Sale of Goods on Commission)

Parties:

The Seller ("Hampshire Cultural Trust" (HCT)) is: Forest Arts Centre

Hampshire Cultural Trust, Chilcomb House, Chilcomb Lane, Winchester, SO23 8RB

Phone: 01962 678 140

Email: marta.ammendola@hampshireculturaltrust.org.uk

Main contact: Marta Ammendola

The Creator is:

Name and address:

Phone:

Email:

Main contact:

Key Information:

- HCT is acting as Agent, selling on behalf of the Creator.
- The Creator's items will be on display for retail at Forest Arts Centre which is open to the public between **18 November 2024 – 3 January 2024**
- At the point of sale there must be signage stating clearly that HCT is acting as an Agent, making the sale on behalf of the artist.
- The selling period is from: **18 November 2024 – 3 January 2024**
- The Creator is responsible for delivery of stock, and is required to provide an itemised products list with selling prices and insurable value ahead of delivery via email.
- It is the Creator's responsibility for ensuring that all products you offer for sale are compliant with current Health and Safety and Fire legislation.
- At the end of the selling period, it is the Creator's responsibility to collect all remaining unsold stock by **3 January 24**.

Sales commission:

- The Commission Rate is 20% plus VAT. (25%)
- At the end of the selling period the Creator will receive all sales proceeds, net of the commission charged.
- **The sales amount will be paid to a nominated bank account:**
- **Sort Code:.....**
- **Account Number.....**
- **Name on account.....**
- **VAT Registration number if applicable**

VAT

- HCT will charge no VAT on these sales.

- HCT will charge VAT (at Std rate) on all commission charges
- The Creator will be responsible for accounting for their own vat, as applicable.
- If a customer requests a VAT invoice, this must be provided by the Creator, (but only if registered for VAT.)

The Agreement:

.1 The Creator has prepared and organised items for sale. On the terms of this agreement, the Creator agrees to provide the stock for the duration of the Selling Period and the Seller shall exhibit the stock and make the products available for purchase.

No change to this agreement is binding on the Creator or the Seller unless in writing and signed on behalf of the parties.

The parties have read and agree to the Terms and Conditions and accompanying schedules attached to this agreement. This agreement takes effect on the date it is signed by both Parties.

On behalf of the Creator	On behalf of the Seller
<p>.....</p> <p>Signature</p>	<p>.....</p> <p>Signature</p>
<p>.....</p> <p>Name (PLEASE PRINT)</p>	<p>.....</p> <p>Name (PLEASE PRINT)</p>
<p>.....</p> <p>Date</p>	<p>.....</p> <p>Date</p>

TERMS AND CONDITIONS

1 SALE OF STOCK

.2 **Sales list.** The Creator must provide The Seller with a sales list containing the final ticket prices for each item to be sold no later than 1 month before the first Exhibition Date.

- .3 **Selling agent.** The Seller will act as a selling agent for the Creator. All items for sale in the pop-up shop will be transacted by The Seller, through The Seller's till.
- .4 If the Creator is not the owner(s) of the stock then it warrants that it has the authority of the owner(s) to appoint The Seller as selling agent and shall indemnify The Seller for all losses or damage suffered as a result of its breach of this warranty.
- .5 **Sales commission.** The Seller shall retain a commission on all sales of stock and merchandise. The amount of commission is set at the Commission Rate.
- .6 **Proceeds of sale.** The Seller shall pay to the Creator's nominated bank account the proceeds of sale from any stock sold, less the Commission Rate which The Seller shall retain.
- .7 **VAT registration.** The Creator must inform The Seller if it is VAT registered.
- .8 **Collection of sold stock.** All sold stock are to remain in situ until the end of the selling period, unless otherwise agreed between the parties. The Seller will coordinate the collection of sold stock by the buyers.
- .9 **Commission payment.** The total amount of sales will be calculated by The Seller following the end of the selling period. The Creator will be sent an itemised spreadsheet of sales so that the Creator may generate an invoice to The Seller. The Creator can only be paid upon receipt of a valid invoice (see template). Payment can only be made to one person/organisation and can only be made via BACS via 30-day payment terms. Please note: as a charity, The Seller is unable to take donations or raise money for other charities.

2 INSURANCE

- .10 **Insurance cover.** The Seller shall maintain a comprehensive declaration insurance policy to protect the stock during the selling Period. The level of cover shall be no less than the total valuations of the stock set declared on the itemised product list.
- .11 **Valuation for claims.** In the event that there is a claim which the Creator would like The Seller to pursue under its insurance policies, the Creator must be able to provide the insurers with a current valuation of the Stock which are the subject of the claim.
- .12 **Evidence of insurance.** The Seller will provide a copy of its certificate(s) of insurance to the Creator one month prior to the first Exhibition Date.
- .13 **Creator Insurance for Installation and De-installation.** The Creator may only partake in the Installation and/or De-installation of the Exhibition if it has appropriate public liability and employers' liability insurance policies in place. The Creator shall provide a copy of the same to The Seller on request.