



L.B.R.U.T.

## EXHIBITION SUBMISSION PACK



The Stables Gallery and Riverside Gallery  
Exhibition Submission Guidelines 2016-17

Thank you for your interest in exhibiting at The Stables Gallery, Orleans House Gallery Twickenham or the Riverside Gallery Richmond. Please note that the galleries are currently programmed until January 2018. For exhibitions beyond this date, artists are invited to submit a formal proposal which should include a brief summary of the proposed exhibition content, an artist's statement and CV, A4 printed colour images and a CD of works to be considered.

All submissions should be made by post to:

Orleans House Gallery, Riverside, Twickenham, TW1 3DJ.

Please note that email submissions will not be considered.

For 2018, the final submission date for applications will be

June 16th 2017.

## **ABOUT OUR GALLERIES**

### **Orleans House Gallery - Main Gallery**

Our main gallery space at Orleans House is not open to general submissions, unless under exceptional circumstances. Whilst we do not wish to discourage submissions or exhibition proposals, the Main Gallery is mostly reserved for exhibitions of current critical and cultural importance along with exhibitions of the Borough Art Collection. All enquiries for the Main Gallery should be made in writing to the Curator at Orleans House Gallery.

### **Orleans House Gallery - Stables Gallery**

The Stables Gallery is annexed to Orleans House Gallery, and provides a smaller, yet principal space for exhibitions that run for approximately eight weeks. Within the space we aim to present a variety of wide ranging styles and media, that demonstrate a balance between more conventional/traditional work, and work which may be more challenging or innovative. This space is also ideal for the display of work by specific organisations such as specially commissioned schools projects, visual art co-operatives, and community projects.

### **Riverside Gallery**

The Riverside Gallery is part of the Old Town Hall, in Richmond town centre. Close to the River Thames, it is centrally located and easily accessible by train and tube. The staff at Orleans House Gallery manage the Riverside Gallery and the objectives for exhibiting are determined by the same guidelines as used for the Stables Gallery. This gallery space is unstaffed and invigilated but has security CCTV camera coverage.

## THE STABLES GALLERY

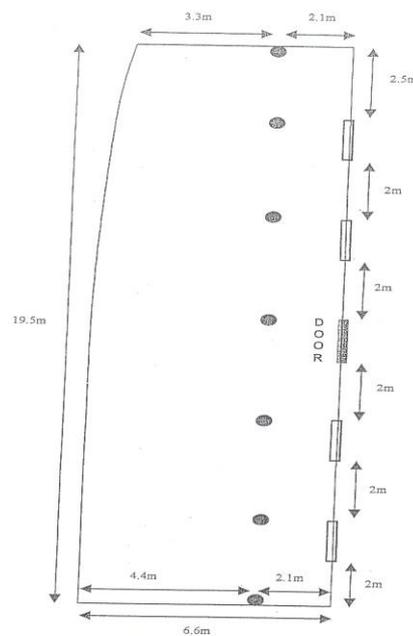
### Submission and Exhibition Guidelines

- A selection panel, that includes the Orleans House Gallery curator and Arts Service Team, undertakes exhibition programming. Exhibitions at The Stables Gallery are organised approximately 12 months in advance. Because of the heavy demand for use of the exhibition area, there is a selection process once a year in which all applications are considered for the following year.
- Exhibitions are not arranged on a 'first come, first served' basis. The programme of exhibitions for the year is determined by taking into account the suitability of the work for the space, whether the work is of the required standard and whether the exhibition is compatible with the exhibitions in the Arts Programme as a whole. Some exhibitions, however, may be specially commissioned to tie-in with particular local or national events.
- We try to ensure that a range of styles and media are displayed and a balance will be sought between more conventional/traditional work and work which may be more challenging or innovative. In addition, we are keen to support local artists or organisations in the London Borough of Richmond upon Thames.
- Exhibitors can submit work for solo or group shows. When submitting work for an exhibition it is preferable if exhibitors can provide a brief summary/proposal with the title and/or theme.
- Exhibitors are responsible for hanging and dismantling their exhibition, subject to curatorial approval.
- Exhibitions are publicised through the Orleans House Gallery annual Arts Brochure as well as other Council publications and the local press. All other publicity and distribution, such as to the national and local press and non-Borough organisations, is the responsibility of the exhibitor.
- The production and design of posters, postcards and Private View invitations is the responsibility of exhibitors. Proofs must meet the Council criteria and be approved by Orleans House Gallery.
- The Private View is held on the Thursday evening, which follows the opening of the exhibition. The catering and refreshment arrangements for the Private View are the responsibility of the exhibitor(s).
- Education is central to the activities at Orleans House Gallery so we encourage all exhibiting artists to participate in at least one education workshop/event during the agreed dates or their exhibition. The gallery will meet all educational activity costs.

- There is no fee for exhibiting at The Stables Gallery but a **40%** commission is charged on all exhibition sales and sales of related items such as postcards and catalogues etc. Artists provide a sale price from which our 40% commission and VAT is deducted.

In addition, the exhibitor pays the total cost of printing posters, Private View invitations and Private View Catering plus any other miscellaneous costs.

- All work exhibited will be insured by the London Borough of Richmond Upon Thames whilst it is in The Stables Gallery, up to a total value of £40,000.
- If an exhibition is agreed, a contract will be issued, setting out the conditions and arrangements in detail which must be signed by the exhibitor(s) and the gallery.
- The sale of works in the exhibition will be arranged through Orleans House Gallery.
- Exhibitions usually run for approximately eight weeks. The Stables Gallery is open all year round. Its opening hours are: Tuesday – Sunday, 10am - 5pm. Orleans House Gallery and The Stables Gallery are also open on Bank Holiday Mondays from 10am - 5pm.
- If you would like any further information on our forthcoming schedule, please contact Orleans House Gallery on 020 8831 6000.



The Stables Gallery

**THE RIVERSIDE GALLERY**

## Submission and Exhibition Guidelines

- A selection panel, that includes the Orleans House Gallery curator and Arts Service Team, undertakes exhibition programming. Exhibitions at The Riverside Gallery are organised by the Orleans House Gallery curators 12 months in advance. Because of the heavy demand for use of the exhibition area, there is a selection process once a year in which all applications are considered for the following 12 month period.
- Exhibitions are not arranged on a 'first come, first served' basis. The programme of exhibitions for the year is determined by taking into account the suitability of the work for the space, whether the work is of the required standard and whether the exhibition is compatible with the exhibitions in the Arts Programme as a whole. Some exhibitions, however, may be specially commissioned to tie-in with particular local or national events.
- We try to ensure that a range of styles and media are displayed and a balance will be sought between more conventional/traditional work and work which may be more challenging or innovative. In addition, we are keen to support local artists or organisations in the London Borough of Richmond upon Thames.
- Exhibitors can submit work for solo or group shows. When submitting work for an exhibition it is preferable if exhibitors can provide a brief summary/proposal with the title and/or theme.
- The Riverside Gallery is uninvigilated and unstaffed, but there are security CCTV cameras in operation. Exhibitors are welcome to invigilate if they desire.  
Please note that there are no facilities for storing work at the Old Town Hall.
- Exhibitions will be publicised through the Orleans House Gallery annual Arts Brochure, (which will include arts programmes for the Main Gallery and Stables Gallery at Orleans House and the Riverside Gallery) as well as other Council publications and the local press. All other publicity and distribution, such as to the national and local press and non-Borough organisations, is the responsibility of the exhibitor.
- The production and design of posters, postcards and Private View invitations is the responsibility of exhibitors. Recommendations for design and printing contractors can be provided upon request. Proofs must meet the Council criteria and be approved by Orleans House Gallery.
- Private Views are held on the Monday evening which follows the opening of each exhibition. The catering and refreshment arrangements for the Private View are the responsibility of the exhibitor(s).
- Education is central to the activities at Orleans House Gallery so we encourage all exhibiting artists to participate in at least one education workshop/event during the agreed dates or their exhibition. The gallery will meet all educational activity costs.

- There is no fee for exhibiting at The Riverside Gallery but a **40%** commission is charged on all sales. Artists provide a sale price from which our 40% commission and VAT is deducted.

In addition, the exhibitor pays the total cost of printing posters, Private View invitations and Private View Catering plus any other miscellaneous costs.

- The sale of works in the exhibition will be arranged through Orleans House Gallery.
- All work exhibited will be insured up to the value of £40,000 by the London Borough of Richmond upon Thames whilst it is in the Old Town Hall (subject to certain conditions).
- If an exhibition is agreed, a contract will be issued, setting out the conditions and arrangements in detail.
- Exhibitions usually run for 8 weeks, averaging 8 exhibitions per year. The Riverside Gallery is open Monday & Wednesday 9.30am - 7pm; Tuesday, Thursday & Friday 9.30am - 6pm and Saturday 9.30am-4pm. Sundays the gallery is closed.
- If you would like any further information on our forthcoming schedule, please contact Orleans House Gallery on 020 8831 6000.

