

# **NUCLEUS MEDWAY**

## **SUBMISSION GUIDELINES AND CONDITIONS**

*NUCLEUS* is a non-profit venture organised by the NAC. Its aim is to support the growth and sustainability of creative industry in the Medway area and to promote the NAC as an organisation.

*NUCLEUS Medway* is a retail outlet for the creative arts stocking a wide range of goods from paintings, drawings, prints and sculpture to greetings cards, books, cds, jewellery, fashion design and more. The shop is staffed by volunteers whilst the in-house team based at the NAC's main site in Chatham High Street handles management, administration and marketing of the venture.

### **I. HOW TO SUBMIT WORK**

#### **I.1 SUBMISSION CRITERIA**

This offer is open to all artists over the age of 18 providing the criteria below are met. All artwork must be for sale – NUCLEUS will not consider exhibiting work in the shop for any other purpose.

All work in the shop will be selected on merit and sales potential by the Nucleus team. For this reason we will only consider well-presented work of a high standard. Please read further for more details.

**N.B. For insurance reasons we are unable to stock any item whose asking price exceeds £500, unless it is covered by the artist's own insurance. In this instance we will need to see a copy of your insurance certificate or written confirmation that you accept liability.**

#### **I.2 SUBMISSION FEE**

The minimum exhibiting period is 3 months. There is a compulsory, non-returnable submission fee of **£12.50 per calendar month** (i.e. £37.50 for 3 months), **which must be paid fully in advance**. After 3 months we will contact you and let you know whether we are able to offer you exhibiting space again during the next 3-month period. This is to enable different artists the opportunity to exhibit, as space is limited. You may re-apply if you are not immediately selected to re-exhibit.

**Please make cheques payable to 'The New Art Centre.'**

#### **I.3 HOW MUCH WORK YOU CAN SUBMIT**

Due to space restrictions we can only accept 3 pieces of 2D/3D work from each artist. There are exceptions to this rule:

- Jewellery
- Fashion design and accessories
- Multiples (greetings cards, books, postcards, cds etc.)

In the above cases we are happy to accept more than three pieces, subject to selection and available display space.

**PRINTS** - In addition to any other work you may submit up to 10 prints for our browser boxes. All browser prints must be mounted and wrapped neatly in cellophane.

**N.B. If you sell an item you may bring in another item to replace it at no extra cost by prior appointment. However, at no time may you exceed 3 pieces of 2D/3D work on site.**

### **I.3a Maximum size of work**

Due to space limitations 2D work may not exceed 1m<sup>2</sup> in size (1m<sup>3</sup> for 3D work).

You may submit EITHER three small pieces whose combined sizes do not exceed 1m<sup>2</sup> OR one large piece of no more than 1m<sup>2</sup>. Please contact us if you need clarification on this point.

### **I.4 FRAMING OF WORK**

All work must be delivered ready to hang. Any work on paper must be securely framed. The following stipulations must be observed:

- All frames and canvases must be strung or fitted with sturdy hooks capable of supporting the weight of the work.
- Strictly no clip-frames – they are not compatible with our hanging system.
- Strictly no mirror plates - no work can be fixed into the walls.

NUCLEUS cannot supply fittings of any kind. Plinths, display cases, racking and shelving are available for 3D work/jewellery/books/cards/clothing etc.

**N.B. If your work is not ready to be hung or the presentation is of an unacceptable standard you will be asked to take it away.**

### **I.5 LABELLING**

Upon delivery each item must be clearly labelled with your NAME, DESCRIPTION/TITLE, MEDIUM and its UNIQUE ITEM NUMBER (see below). Please use the label template at the end of this document for this purpose. Do not put any prices on the labels.

#### UNIQUE ITEM NUMBER – IMPORTANT

To ensure that you receive correct payment for your sales you must assign each piece of work a unique code. To do this simply take the initial of your first name and the first two letters of your surname (this is your Artist Code) and add to it a consecutive number, starting at 1, for each item you submit.

For example: *If your name is John Smith your Artist Code would be JSM. If you submit three pieces of work the first would be labelled JSM1, the second JSM2 and the third JSM3.*

N.B. Multiples - identical items of two or more - may be assigned the same item number providing they are the same price (e.g. 10 identical greetings cards priced at £1.50 each may all be labelled with the same code).

**N.B. If your work is not correctly labelled you will be asked to take it away.**

### **I.6 HANDING IN**

You will be contacted with a date to deliver your work to the shop. We cannot accept work at any other time so if you are unable to deliver the work on the specified date please contact us ASAP.

All work must be delivered together with completed 'About You' and 'List of Works' forms to:  
**NUCLEUS Medway, 75 High Street, Rochester Kent ME1 1LX**

### **PLEASE NOTE:**

The submission, collection and changing of work is strictly by appointment only. Please contact us to arrange suitable dates for this.

## **2. SALE OF WORK**

### **2.1 COMMISSION ON SALES**

NUCLEUS will take 25% commission on all sales. Alternatively you may opt to volunteer to work at the shop in exchange for a lower commission rate as follows:

- If you commit to working 2 days\* per month commission is 20%
- If you commit to working 4-5 days\* per month commission is 15%

\* A working day is seven hours between the hours of 10-5pm, Wednesday to Sunday

### **2.2 PRICING YOUR WORK**

We must insist that artists consider this matter prior to dropping off their work – if you deliver work unpriced you will be asked to take it away. We are happy to advise on this issue in advance of delivery, please call or email to make an appointment.

### **HOW TO PRICE YOUR WORK**

The price you give us on your 'List of Works' form must be your asking price i.e. the minimum you are prepared to accept for the piece. Do not add the commission fee - the Nucleus team will add this fee (see section 2.1) and price the work for sale. Please do not mark any price on your items.

**N.B. NUCLEUS accepts no responsibility for loss of sales due to incorrect pricing of work by the artist.**

### **2.3 GETTING PAID**

Cheques for monthly sales of over £20 will be issued within two weeks of the first day of the following month. Cheques for total sales of under £20 will be issued within two weeks of the end of your 3-month exhibiting period.

**N.B. Please indicate on the 'About You' form the name you would like cheques made out to.**

## **3. OTHER INFORMATION**

### **3.1 COMMISSIONS ARISING FROM EXHIBITING WORK AT NUCLEUS**

If you are commissioned to produce original artwork as a direct result of being an exhibitor at NUCLEUS Medway, a 15% 'agents fee' payable to NUCLEUS must be factored into the price you charge your client.

NUCLEUS will invoice you for this fee within 14 days of the receipt of remittance from your client. Please note that this fee is only payable once per client. Any subsequent commissions you receive from the same client are exempt from this fee.

NUCLEUS will be happy to support you with client negotiations if need be.

### **3.2 DISPLAY AND ROTATION OF WORK**

In order to keep the shop looking fresh we will be regularly rotating the work on display. The curation of NUCLEUS Medway is the exclusive concern of the Nucleus staff. Whilst we are happy to listen to your comments we reserve the right to display work as we see fit, thus ensuring that all our exhibitors have their fair share of the spotlight. By submitting work to NUCLEUS you agree to accept this principle.

### **3.3 REPRODUCTION OF IMAGES**

By submitting work (either as digital files, facsimiles or original artworks) the artist agrees that all works may be photographed and/or reproduced for the purpose of publicising and advertising NUCLEUS Medway/NAC and related events (e.g. exhibitions). Wherever possible the artist will be credited for such usage.

Copyright of all work remains the property of the artist.

### **3.4 INSURANCE**

Whilst Public Liability Insurance covers the gallery and its contents, the insurance of individual artworks whose asking price exceeds £500 against possible loss and damage is at the sole discretion and responsibility of the artist.

For your information: *both A-N and the SAA supply low cost insurance exclusively for artists.*

### **3.5 CARE OF WORK**

Whilst we will take every care to ensure that your work is handled and stored carefully whilst on our premises, NUCLEUS accepts no responsibility for damage arising from items that are incorrectly framed/strung or proven defective by design.

## **CONTACT DETAILS**

For logistical reasons and to maximise service to the gallery's customers the submission, collection and changing of work is strictly by appointment only.

**Nucleus Medway Manager – Kaleigh Harwood**

For general enquires please contact: **mail@nucleus-arts.com**

PLEASE BE PATIENT WHEN WAITING FOR A REPLY TO EMAILS AND PHONE MESSAGES.

**NUCLEUS Medway is managed by the NAC:**

**272 High Street, Chatham, Kent ME4 4BP**

**Tel: 01634 812108 / mail@nucleus-arts.com / [www.nucleus-arts.com](http://www.nucleus-arts.com)**

The NAC is supported by The Halpern Charitable Foundation - Registered Charity No. 1096478

**PLEASE CUT OUT AND ATTACH COMPLETED LABELS TO YOUR WORK  
DO NOT MARK PRICES ON ANY OF YOUR ITEMS**

<b>Name:</b> Title/description: Medium: <b>Code:</b>	
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## **LIST OF WORKS**

**DO NOT INCLUDE NUCLEUS' COMMISSION FEE IN THE PRICES BELOW**

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**EXHIBITING NAME:**

**TITLE/DESCRIPTION:**

**MEDIUM:**

**ASKING PRICE:**

**UNIQUE ITEM NUMBER:**

**ABOUT THIS PIECE (see below):**

**TITLE/DESCRIPTION:**

**MEDIUM:**

**ASKING PRICE:**

**UNIQUE ITEM NUMBER:**

**ABOUT THIS PIECE:**

**TITLE/DESCRIPTION:**

**MEDIUM:**

**ASKING PRICE:**

**UNIQUE ITEM NUMBER:**

**ABOUT THIS PIECE:**

If submitting more than three items please continue on a separate sheet using the above format.

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**ABOUT THIS PIECE** – Please give a brief descriptive paragraph about each item. Experience has shown that customers are more likely to make a purchase if anecdotal background information about the work is supplied. *EXAMPLE: ‘This illustration is inspired by Gabriel Garcia Marquez’s ‘Light is Like Water’. It tells the story of two boys who discover they are able to ‘navigate the islands of the house’ by filling rooms with light. The original sketch for this print was drawn on a field trip to the Spanish city where the story is set and has been printed onto archival quality watercolour paper and hand coloured.’*

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I enclose a cheque for **£37.50** made payable to ‘The New Art Centre’ to cover submission fees. I confirm have read the NUCLEUS Medway Submission Guidelines and agree to abide by its conditions.

**Signed:**

**Date:**

## **ABOUT YOU**

Please complete this form in full and deliver to Nucleus Medway on the appointed date along with a completed 'List of Works' form, your submission fee and the items you would like to exhibit.

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**NAME** *(to be written on cheques):*

**EXHIBITING NAME** *(if different from above):*

**ADDRESS:**

**POSTCODE:**

**TELEPHONE:**

**EMAIL:**

**WEBSITE** *(if applicable):*

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### **BIOGRAPHICAL INFORMATION**

This information will be used as an in-store selling tool. Experience has taught us that people are more likely buy work if they know a little about the person who created it.

**PRACTICE** (i.e. painter, sculptor, writer):

**QUALIFICATIONS AND TRAINING** (your most recent qualifications or courses. If you consider yourself self-taught please indicate this):

**STUDIO SPACE** (where you work from):

**AWARDS** (if applicable):

### **OTHER INFORMATION**

If there were anything else you would like potential customers to know about you or your work please outline it here (MAX. 50 WORDS):