

The Gallery Upstairs

Exhibitors Advice Pack

The Gallery Upstairs is a Borough of Poole facility, managed by the Poole & East Dorset Art Society (PEDAS). It aims to provide an exhibition space for artists.

Please read the following advice carefully before setting up your exhibition:

Health and safety:

NB. Please refer to **health and safety guidelines** attached to this pack, before hanging.

Timings:

In order to make sure there is an exhibition running every weekend, the first day of hiring is usually a Wednesday and the last day a Tuesday – exhibitors can open the exhibition as soon as they are ready, (usually the Thursday, but certainly by the Saturday, and the Monday is usually the last day of the exhibition.) Visitors are not permitted in the Gallery during hanging/taking down.

The gallery will be open daily in line with the Tea Room hours which are subject to change. Winter hours are currently 9.30 till 4 and summer hours 9.30 till 5, but please check before your exhibition. You may of course choose shorter hours if you wish, but we are not able to lock the access from the tearooms while they are open.

Access for hanging and taking down:

You can access the gallery from 9 am when the Tea Rooms open, and stay until the Tea Room staff leave.

There are two car park passes available for your use during the duration of the exhibition. They can be found behind the door in the corner of the gallery. Please make sure they are returned there at the end of the exhibition.

For club exhibitions, where people are bringing in and collecting one or two works, please use the main car park and carry items from there.

If moving heavy items or a large number of pieces, you may park briefly in the yard behind the Tea Rooms (Coopers Yard) and access the gallery through the double doors there.

Vehicular access will not be permitted within the Country Park (outside the public car parks), after 10am during and 10.30am outside school holidays. Any vehicles driving outside the public car parks must adhere to the following:

- Pedestrians and animals have the right of way at all times
- The maximum speed of any vehicle in and around the Country Park is 10mph
- Vehicles must remain on the designated tarmac or gravel roads unless prior consent has been granted for alternative routes
- No vehicles or equipment must obstruct fire exits or emergency routes
- Hazard warning lights must be used when vehicles travel outside the car park/entrance drive routes.
- **Banks persons are required when reversing vehicles in public areas**
- The gates WILL NOT be opened again after 10 am and 10.30 am respectively.

Hanging your work:

Exhibitors are responsible for hanging their own work. You will have to bring your own tools – a drill, screwdrivers, bradawl, screws etc.

For safety and security all 2D work must be attached to the walls and screens with mirror plates and screws, and care given to their security on the wall and to their stability.

Exhibitors are reminded to be aware that noise travels down to the Tea Rooms and to be as considerate as possible. Any noisy activity (such as hammering) should be restricted to before 10.00 and after 4 pm. As all work is required to be mirror plated hammering should not be necessary. Screws applied with re-chargeable drills are acceptable.

On grounds of safety clip frames are NOT allowed.

Any freestanding work or installations must be stable & not likely to cause injury. Please discuss the display of these with PEDAS at time of booking.

Please take care when hanging work & do not to allow tools, paintings etc to drop into the Tea Rooms below!

Work should not be obscene or offensive – the gallery and tearooms are a family friendly place, & not the appropriate venue to exhibit explicit work. This does not exclude good quality life-drawing.

Any labels or posters must be put up with white tack. (Please not Blu-tack as it stains). Double sided tape or staples are not acceptable.

Any electrical equipment used for hanging or as part of the exhibition must be PAT tested if plugged into the mains. (Please discuss with PEDAS if there is a problem with this).

Remove packaging after hanging work..very limited storage space in the gallery.

Sales:

Exhibiting groups / artists are responsible for their own sales. Payments for items sold are made direct to them & not to The Gallery Upstairs or PEDAS.

Currently payments can only be by cash or cheque unless you have your own mobile card facility (there is free wif-fi in the gallery). It may be worth taking deposits to secure sales if a purchaser does not have money / cheque book handy.

Sold items should be marked with a red dot. If sold items are to be taken away before the end of the exhibition, please try & replace them, or rearrange items to fill the gap.

Keep a screwdriver handy to remove any pictures that are to be taken away.

Tea Rooms

We work closely with the Tea Rooms situated downstairs and ask exhibitors to maintain good relations with them. Please contact the Manager, Tel 01202 672628 (mobile 07779880672) if you have any issues to discuss with them.

You can bring food & drink up from the Tea Rooms, but please return trays & crockery to them.

Private Views

If you want to hold a private view, please inform the Tea Room manager – this will have to be during normal opening hours. Be aware that there is a limit of 100 people in the gallery at any one time...this is to do with fire evacuation risk assessment. Exhibitors should provide their own refreshments and glasses etc. and are expected to make a donation to the Tea Rooms (suggested £20 to compensate for lost revenue).

During your Exhibition:

The Gallery is not staffed during the hiring period of an exhibition. Due to fire regulation it is essential that the exhibition is stewarded at all times that it is advertised as being open.

Please ensure all stewards are aware of the Health and Safety guidelines.

For your personal security it is recommended that two stewards are present at all times.

Any events, music etc should be discussed and agreed with PEDAS and with Tea Rooms management.

Please keep a rough tally of visitor numbers and pass on to PEDAS at the end of your exhibition.

Please also note that dogs are not allowed in the Tea Rooms or the Gallery (except guide dogs, hearing ear dogs etc).

Gallery maintenance:

Please keep the gallery clean and tidy during the exhibition – eg. occasional hoovering (first thing in the morning to keep noise to a minimum), emptying the waste bin. We are also responsible for the stairs and would appreciate an occasional sweep, dustpan and brush in cupboard.)

Heating and Lighting:

You are permitted to use the fans and heaters in the Gallery. Any wires must be made safe to avoid any trip hazards.

Display lighting for the walls is controlled from the Tea Rooms and there is no need to turn on or off during your exhibition.

Lighting for the display cupboards is controlled from the relevant wall plugs. .

Please ensure all electrical machinery in the Gallery (apart from ceiling lights) is turned off at the end of each day.

After the Exhibition:

All work must be removed from the gallery by the end of the last day of hiring. PEDAS cannot store or be responsible for anything left in the gallery after this time. Failure to remove items as requested may result in PEDAS disposing of them in order to make space for the next exhibition.

The gallery must be left in a tidy presentable condition at the end of the exhibition, including the filling of holes or repair of other damage. Please sand down the marks left by screw holes and repaint the areas and any marks on the plinths with white emulsion paint, stored in the cupboard in corner of the gallery. Please take some time over this, with care it is easy to rub the repairs down and repaint neatly ..the gallery is professionally redecorated annually but after a few weeks the walls become very bumpy!

Publicity:

The Gallery Upstairs website www.thegalleryupstairs.org.uk and Facebook Page gives information on exhibitions in the gallery. We will need your permission before taking photos of your work & putting them & your details on the website. If you have your own website we can include a link to it.

Please ensure any publicity refers to the Gallery being above the Tearooms in Upton Country Park and not Upton House.

Please email a poster or flyer to go on the website as soon as it is ready.

You will need 4 A3 posters (portrait orientation) for boards which you can access yourself : Please be sure to use this facility or it may be withdrawn.

1. In the walled garden. (Laminated copy)
2. Left of the door to the gallery from the courtyard.
3. On the A board which is stored by the courtyard door and should be put out daily by the cycle rack outside the courtyard. (Laminated copy). Please return at the end of the day.
4. Noticeboard for bottom of stairs in Tea Room.

You also need 8 A5-size posters for the main display boards in the park.

The noticeboards are updated every Thursday by the Visitor Services Team.

Forward any posters to "Visitor Services Team, Estate Office, Upton House, Upton Country Park, Poole Road, Poole, BH17 7BJ, or take in on your hanging day..

Please don't "flypost" round the park as the authorities will remove them.

GROUP / INDIVIDUAL NAME

PRESENTS (OPTIONAL)

TITLE OF EXHIBITION

WHAT IT IS EG: PAINTING PHOTOGRAPHY TEXTILES SCULPTURE (OPTIONAL)

IMAGE EXAMPLE



THE GALLERY UPSTAIRS

UPTON COUNTRY PARK BH17 7BJ

DATES FROM -TO

TIME OF OPENING

ACCESS VIA A LIFT IN THE TEAROOMS

AMPLE LOW COST PARKING

WEBSITE/ FACEBOOK OTHER SOCIAL MEDIA

PLEASE NOTE - unless *optional* indicated, all other poster information must be on your poster, including The Gallery Upstairs logo.

You can download a copy of the logo from the website:

thegalleryupstairs.org.uk

or request the image file by email:

publicity@thegalleryupstairs.org.uk

Insurance:

Exhibiting groups not covered by their own public liability insurance (up to £10,000,000) will be covered by The Gallery Upstairs' insurance policy subject to compliance with risk assessments – see health & safety guidelines. It is the hirers' responsibility to read the health and safety guidelines and satisfy themselves that their exhibition complies in every way. If you already have public liability insurance, please inform us at time of booking.

If you have any uncertainties about health and safety or insurance, please contact PEDAS.

You will be required to confirm compliance with health and safety guidelines when completing your Hire Agreement.

Artworks are NOT covered by The Gallery Upstairs' insurance. Any insurance for loss or damage of your work is your own responsibility.

The Gallery Upstairs contacts:

For any extra advice, queries etc, please contact:

Liz Magee on 07958742765

Barry Kavanagh on 01202 678676
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