

The Paxton Centre Monday 2-Sunday 29th October 2023

Artists Instructions

Thank you for taking part in this exhibition which provides a great opportunity to exhibit the work of society members in a new location.

Key points

- Exhibits may be two dimensional work in any media.
- All work must be for sale. Sales and payment to the Artist will be handled by the Paxton Centre not by Bromley Art Society. The Paxton Centre will deduct 35% commission on any sales.
- The exhibition will not require stewarding but we will need to hang it, take it down and publicise it.
- There will be a private view on the Friday 6 th of October (for this reason the First Friday demo will be postponed til Friday 13th)
- The cost to take part will be £5 payable to Bromley Art Society to offset our exhibition costs.
- All subject matter is welcome, but it should be acceptable to a general audience.
- Work will be hung on the walls of the cafe using nails and could be hung at height and over seats. Please ensure that the hanging arrangements on the back of your frames are fit for purpose.
- Work will be hung by a hanging committee due to the limited space available. Their decision is final.
- It may be possible to exhibit three dimensional, unframed work and cards please wait for a further update.
- Exhibits must be original works and not copies of well-known works of art.
- All exhibits are accepted at the owner's risk. Due care will be taken, but fellow artists, the venue and Bromley Art Society committee members cannot be held responsible for any loss or damage – see information on insurance below.

The location

The Paxton Centre is a cafe and coworking space in a converted pub on Anerley Hill opposite Crystal Palace station. The venue's website is here

<https://www.thepaxtoncentre.co.uk>

The venue is well served by public transport, is across the road from Crystal Palace station and the area is served by multiple bus routes. It is close to Crystal Palace park and the restaurants and shops at the top of the hill. There is very limited parking nearby.

Key dates

The exhibition will be open From **Monday 2 October - Sunday 29th October** during cafe opening hours.

The Exhibition will be hung on **September 30-Sunday 1 October** and taken down on **Monday 30th** times to be confirmed.

The venue will run a private view on **Friday 6th October** from 7-11pm with a paid bar. This will be open to the public.

The normal First Friday demo has been postponed til the following Friday 13th so we very much hope will come along with friends and supporters.

Works to be exhibited

Each member is invited to exhibit one work, if there is space a second piece could be available so please mark this on the handing in form if you would like this opportunity if it becomes available.

Works will be hung on wall spaces in the main cafe and on columns; a limited amount of room on window sill, and on the mezzanine floor used for hot desking.

Depending on the level of interest/size of works submitted, space could be an issue. With this in mind we recommend that works are "domestic" in size. Most of us who have exhibited in recent exhibitions will fit this definition so please don't take this as a barrier. If your work is particularly large there is more chance it will need to be hung on the mezzanine floor which is used for hot desking rather than in the cafe.

In the unlikely event that we really do have more paintings than we have room to hang we will prioritise those who applied early. If we have too few then I will offer the chance of a second work to those who have applied.

Handing in and Collection process

As Anerley Hill may not be easy for some members to take their work to, and because we need all the works to be present before we start hanging we will provide drop off points in the week ending 30 September. This will include the weekly Wednesday Group meeting in St Georges Bickley on Wednesday 27th September. My house and possibly one or two drop off points in local car parks - dates and times tbc.

If none of these are possible then it is possible to deliver the work to us on Saturday 30 at the Paxton Centre c 10am..

Work must be wrapped properly so that it is not damaged in transit and in wrapping that can be reused when taken down.

We will take the exhibition down on Monday 30th. It will be possible to collect your work on that day from the Paxton Centre or at a location to be agreed in the following week.

How to Enter

Please use the handing in Form to register your place.

The fee to enter is £ 5

NB the Paxton Centre will handle sales and deduct 35% before paying the Artist.

Please make payment to the following bank account

Sort Code 09-01-55

Account number 42186802

Account name Bromley Art Society

Please add as reference Paxton and your surname

If you are not comfortable using online banking please contact me for the address to send your cheque to.

If you are not a member

Only members can take part in the exhibition, however we would love you to join us.

Membership application forms can be found here:

<https://www.bromleyartsociety.org.uk/members/membership-renewal/>

Insurance

Bromley Art Society has public liability insurance through the SAA. However, as with previous exhibitions, we don't have insurance against other risks e.g. theft or accidental damage. Although we will take due care of your work Bromley Art Society cannot be held responsible for any loss or accidental damage of your work. If you feel you require this additional coverage it will be your responsibility to seek it out. There are a number of policies on the market, including the SAA but we are not able to recommend one.

Due to the insurance arrangements we will be unable to accept work from children under the age of 16 or to display work by anyone who is not a member.

Publicity

Publicity for the exhibition will be a key determinant of its success. We all need to spread the word by whatever means possible.

Where you can see us

We will primarily rely on the Paxton's own social media and venue publicity. We will also produce flyers - if there is an interest among members to distribute these. We will email you the social media and poster formats so you can use these in your own publicity.

Previous exhibitions have proved, like it or loathe it, that social media is key to publicising exhibitions. As with The Glades we will use instagram and facebook.

The society does not have anyone managing publicity at the moment so the following gives you an indication of what we need to make this effective. To exhibit but not tell anyone about it is not giving ourselves the best chance of success. .

To be effective Social Media will require regular posting of information (during the Glades we did this daily and it greatly increased interest). Ideally we need:

- a) information from participants that we can use to publicise your work

- b) someone to create the text to be published
- c) someone to post to facebook and instagram (these can be scheduled in advance)

b and c could be different people or the same person and any input is better than none.

At some point when I have time to get my head round Facebooks set up I will need to align our facebook pages and groups (there are currently 3. (The group will definitely be removed as there is no one to manage the approvals necessary to ensure it isn't flooded with spam as it was a few months ago) This is the facebook page we used for the last month of the Glades so is the one most people outside the society are likely to have seen:

<https://www.facebook.com/profile.php?id=100094655066556>

And our Instagram <https://www.instagram.com/bromleyartsociety/>

I have recently closed our twitter account as it was not being used, an unused account is a risk and, again there is no one to manage it if we did think there was a value in it (which I doubt).

Previously Exhibited Works

Comments from visitors to previous exhibitions have communicated that the variety and newness of works is one of the things that they enjoy. While there is no stipulation that work must not have been exhibited before/ be created in the last year etc. we would prefer that you don't submit work that has been seen multiple times in venues close to the Paxton Centre.

Minimum prices

Suggested minimum price for work hung on the wall is £50, £30 if very small

Presenting your work

2 dimensional Hung works

Work will be hung on the wall unless otherwise agreed. The hanging committee will provide labels if requested.

Please note we need to present a professional look:

Framed work should be fitted with screws and with picture cord or wire ready for hanging- this is the responsibility of the artist and failure to do this could result in rejection of the work The cord or wire should be knotted away from the centre of the work to ensure the work hangs level. NB the work will be hung in a working cafe so the hanging arrangements need to be secure.

No clip frames please. Unframed canvases will be accepted provided they are presentable.

Pictures should be clearly labelled on the back.

Frames should be of good quality and any glass should be clean inside and out

3 Dimensional work

TBC

Unframed work

TBC

Cards

TBC

Next steps

1. Return handling in form by 15 September to bromleyartsocietyevents@gmail.com
2. Raise any questions that you might have – if you have the question other people probably do too and we want to make sure as many people as possible take part.
3. Encourage you fellow artists to apply
4. Start telling your friends about the exhibition

For any further questions please contact:

<mailto:bromleyartsocietyevents@gmail.com>