

St Ives Arts Club

Exhibition Room Guide

PRIOR TO EXHIBITION

If you wish to advertise your exhibition in the **Members Newsletter**, then please send JPEG photos of your poster to the email address – stivesartsclubbooking@gmail.com – at least one month before, the month in which your exhibition will take place. We will also use your poster for the Website and Social Media platforms.

Private Viewings (PV) – if you wish to have a PV on the Saturday or Sunday to invite friends, then please organise this in advance and advertise in the Newsletter, the month before as above. If there is a theatre event the same day, then this may impact your event (see T&C's) and check with House Management if there is a clash of events.

Social events/PV's have been shown to be highly successful in raising awareness and do increase sales. You need to purchase your own supplies and organise the event.

Advertising in Times and Echo or other media obviously needs your own advanced planning.

SETTING UP PROCEDURE

The Exhibition Room will be vacated and cleaned by **6pm on Friday** by the previous hirer and house management.

Members must close their exhibition and take down from **4pm** or earlier, and clear the room as soon as possible, mindful of new hirer coming in at **6pm** and any repairs needed to the walls, cleaning and making good.

Incoming exhibitors must wait until after 6pm to access the Exhibition Room.

You may not drop off work earlier than 6pm, as was previously allowed. We need to give the House Manager sufficient time to clean, mop the floors etc. when the room is completely cleared.

KEYS – please liaise with the outgoing exhibitor, to ensure the door key is in the lockbox, or handed over directly to you. Normally the follow-on hirer will collect the key at 6pm from the outgoing hirer or House Manager.

If this is not possible then the hirer can use the lockbox key (latest code TBA) – right hand side of Warren doorway. This must always be put straight back into the lockbox once entry is gained.

The key to the Westcotts Quay Door is found in the keybox on the kitchen wall. It must not leave here, please return directly once the door is locked or unlocked.

In terms of set up/take down it is the member who must make all arrangements.

PLEASE NOTE - There is no space to store boxes/wrappings/ bags etc during the exhibition – these must be removed and brought back on take down. The hallway, stairs, kitchen and the toilet access must all be kept clear.

HANGING

The walls can comfortably accommodate fifty medium sized artworks, or more if the artwork is small. For an idea of sizes of the walls, please see a plan in **Appendix 3**.

Please only use the hangers provided - **do not use nails or screws in the walls**.

For description and pricing labels please only use WHITE TACK (**NOT BLU TACK**) or reusable sticky labels.

The desk must stay where it is positioned and all the plinths in the room must stay in the room, please do not remove to the hallway (as per the Terms and Conditions).

The Hallway, Stairs and Toilet access must always be clear.

There are a range of plinths and tables available. PLEASE avoid dragging tables and plinths around on the new flooring – it will rip. Please lift furniture to move it.

The Hallway, Stairs and Toilet access must always be clear.

EXIT AND ENTRY

The main door (The Warren black door) key is kept in the lockbox.

Please leave it in the lockbox and do not walk off with it. The Theatre is in constant use and others need access. It is the responsibility of the main exhibitor, when leaving, to set the alarm and lock up each day

On entering the Alarm code is 0981 to cancel the alarm.

On leaving 0981 + the FULL button must be pressed (Top right-hand corner)

The Exhibition Room door code is CX2468 - turn firmly clockwise.

Keys for the external (new door) to Westcotts Quay and the poster holders are in the Kitchen in the key box on the wall. PLEASE always return all keys to this box.

When leaving at the end of each day, (assuming there is no one using the theatre!) please ensure;

1. The exhibition room lights are turned off
2. The HEATING thermostat is turned down
3. Both doors to Westcotts Quay are locked and all display boards taken inside.
4. The kitchen door to the hallway is bolted - then exit via the exhibition room.
5. Please check there is no one upstairs and close the theatre door if open
6. Please lock THE WARREN external door with a key – it is not sufficient to simply shut the door.

Please see appendix 2 for further entry and exit protocol

HEATING

Activate heating by turning up the THERMOSTAT in the toilet nearest the stairs, to the required temperature. PLEASE turn back down to 10 when finished at the end of the day.

Please do not touch any other controls, taps, stop-cocks etc

POSTERS

The two poster holder on The Warren accept up to A2 size and are clipframes.

These are available for you to advertise your exhibition and to get visitors in the door – make them big, clear and inviting!

There is one A1 size poster holder on the inside of the fire door, available for all exhibitors. This should be enough to advertise your exhibition – when the door is open.

The other poster holders on Westcotts Quay are for the theatre. Please do not use them or cover with your own posters!

If you wish to provide your own A-Stand or similar – to go on Westcotts Quay please do, but this will be your responsibility to bring in each night.

Please do not Sellotape/Tape or stick posters on the outside of the transparent plastic or anywhere else

We have paid for an exhibition poster holder (A4 size) in the Library Tourist Information Centre – if you wish to use this, please take to the library on Saturday morning and ask them to change the Arts Club poster to your own.

KITCHEN & GENERAL

Please keep clean, wash up and put away anything used.

PLEASE do not turn off or unplug any appliances or stopcocks

SALES

Most sales are paid for via the Sumup machine.

All exhibitors must use our point of sale (Sumup) machine – not your own.

The card machine charges 1.6% and the club covers this cost, i.e. we still pay 70% of the sales price to the hirer.

It is therefore in your best interest to use our machine, plus it helps with our own finances and analysis.

It is quite simple to use, but if you need guidance please speak to the outgoing exhibitor.

Please see appendix for Sum up instructions.

The new machine is linked to the Wi-Fi, is instant, and dependable. If the sale does not go through it cancels the transaction.

We also have a black cash box with a small float (£25/£30). **Please avoid cash sales** if possible.

There is a sales sheet to record sales – these are kept in the Blue Exhibition Folder along with these instructions. Please use this for all sales and once finished POST in the internal post-box, (hall windowsill) with any cash proceeds in an envelope or bag – leaving the float amount in the cash box.

The club will provide bubble wrap and carrier bags on site.

Bubble wrap is for sales only, not for wrapping exhibitor's artwork to take home at the end of their exhibition.

RECEIPTS

An Arts Club handwritten hard copy receipt can be given to customers, if required.

Alternatively, an e-mail or text can be sent via the Sum Up machine.

Hand the sumup machine to the customer, to input their email/phone details to provide an electronic receipt.

CLEANING

The Arts Club does employ a cleaner, but it is expected that all members will keep the exhibition room clean and tidy, during and after your exhibition.

A vacuum cleaner, broom etc are kept under the stairs. Please use them when needed.

FINALLY

The Hallway, Stairs and Toilet access must always be clear.

If you need assistance or have any questions, the contacts are;

Chris O'Reilly: chrisoreillyart@gmail.com – 07715 409518

Steve Litherland: swmlither@btinternet.com - 07798 564121

Jo Grant: jo_grant37@hotmail.com – 07399 744745

APPENDIX 1

SUM UP INSTRUCTIONS

1. On the Sumup Machine - enter the charge amount (minimum £1.00)
2. Tap "Charge".
3. When "Tap or insert card" appears, prompt your customer to pay by either tapping their card to the screen or inserting in the top card slot.
4. Sumup will confirm the success or failure of the payment.

**PLEASE ENSURE THAT THE PAYMENT HAS BEEN SUCCESSFUL, IF NOT REPEAT PROCESS
OR INSERT CARD AND REQUEST A PIN NUMBER**

Provide a receipt

1. After completing a sale, choose between sending your receipt by SMS or email on the transaction confirmation screen.
2. Enter your customer's contact details and confirm with the tick.
3. A confirmation screen will appear. Tap "Done" to finish.

APPENDIX 2

Entry

1. Enter through the black door from The Warren with key provided or lockbox code 1890
2. Alarm: White plastic box at foot of stairs. Flip down white cover - Turn off code 0981
3. Replace key in lockbox immediately – do not put in your pocket!
4. Exhibition Room Code – CX2468
5. Heating: In first toilet in hallway, right hand wall – simply turn thermostat dial up to 20
6. Lights: there are two sets of light switches for exhibitions – both on the right wall as you enter the room.

Exit

1. Ensure the Westcotts Quay doors and Exhibition Room doors are locked
2. Turn off heating by turning thermostat dial to 10 – please do not touch any other controls or taps.
3. Turn off all lights
4. Bolt internal kitchen door to hallway and exit through the exhibition room.
5. Set Alarm: code 0981 then press the FULL (top right) button
6. Exit to The Warren – Double lock the door with the key, do not just close it behind you.
7. Return key to Lockbox if that is the one you have used (1890)

APPENDIX 3

Arts Club – Exhibition Room Plan

All sizes are in centimetres



