



# THE POLY EXHIBITORS GUIDE

## THE SPACES

The Poly has two gallery spaces available for hire. Each space has its own features which allow the exhibitor to tailor it to their own needs.

### THE SPRING GALLERY

### THE MAIN GALLERY

#### **Credit & Debit Card Payments**

The Poly can take credit and debit card payments on your behalf. The card machine is located in the Box Office, on the ground floor. If card payments are taken, any money owing will be paid by bank transfer (BACS) after the exhibition, within thirty days of the exhibition finishing, once any commission due to The Poly has been deducted. We can also offer the Own Art scheme. This is subsidised by the Arts Council allowing customers to purchase on a 10-month interest free scheme.

#### **Private views/Previews**

Private views are held on Monday or Tuesday evenings between 18:30- 20:30

The bar can be made available to you during this time for the purchase of alcoholic and non-alcoholic drinks. Exhibitors can also provide their own drinks and snacks if they wish, but these must be provided free of charge to visitors.

Private views in the Main Gallery will take place at an earlier time and have to be finished by 19:00 (7.00 p.m.) if a show is taking place in the auditorium as the floor is not sound proofed. Private views can take place in the Main Gallery on other evenings, but will incur an extra charge.

## THE SPRING GALLERY

The Spring Gallery has a large window frontage facing onto the main shopping street of Falmouth. It has good natural lighting that is supplemented with two rails of spotlights.

Hanging work is by the 'Cobra' system; however other methods will be considered in advance and in liaison with the Galleries Manager. (See the 'How to Hang' section for more information)

The gallery also has two small storerooms. However, these are not available for exhibitors.

A small kitchen is available with tea and coffee making facilities

Hanging Occurs	First Monday. From 10am. 10-11am Unloading permitted at the front
Take Down	Room to be cleared by 6.45pm on the last Saturday
Private View/Preview	Monday or Tuesday evenings – 18:30- 20:30

Invigilation: This is the responsibility of the exhibitor. The Poly regrets that is unable to provide this service. Exhibitors may choose not to provide invigilation for the whole of their time with us, but this is entirely at their own discretion and own risk.

Commission is charged at 18% + VAT on all items sold

We are able to take credit and debit card payments through our box office and we are able to offer the Own Art scheme.

**NB: If an exhibitor is unable to use our normal hanging system, they can (with prior agreement from a member of staff) use other systems such as screws and rawl-plugs directly into the walls. In this case, an additional deposit of £50 will be taken, to be refunded if the exhibitor makes the walls good to a satisfactory standard after their exhibition is over.**

## MAIN GALLERY

This is the largest Gallery in 'The Poly'. The gallery has natural light and is also lit by a rail of spotlights and hanging lighting.

The Main Gallery can be hired as a whole or sub divided to create a smaller space.

There are five large windowsills, which can be used with/out plinths for a variety of work\*. The gallery also houses moveable display units (8 foot x 8 foot x 4 foot) that can be moved into a formation to suite your exhibition, advanced notification is needed. It should be noted that these display units cannot be moved out of the gallery and a member of staff must be present when moving these blocks.

The Gallery is accessible from both ends of the building though disabled access is severally limited.

Hanging Occurs	First Monday 10:00 17:00
Take Down	Last Saturday before 18:30
Private View	Tuesday evenings – 17:00-19:00

The gallery can be open from 10:00-19:00 each day though the exhibitor would need to provide an invigilator during this time. Other times may be possible by arrangement.

The gallery must be empty by 18:50 if a show is taking place in the auditorium, as the floor is not soundproofed.

The Main Gallery can also be cordoned off to reduce its size and cost of hire, this can be discussed with the gallery manager.

\*NB: Currently the window sills may leak when raining outside. We advise that you do not use them for work that maybe damaged by water.

# GALLERY HIRE FEES

## 2018

These rates are for a five day hire and exclude Sunday and Monday the building is open from 10am-7pm Tuesday-Saturday, plus evenings, when an event is programmed.

Monday from 10am is the set up day. All sale should go through our till.

One lead person will be sent a statement of sales which they will take responsibility for distributing, to group exhibitors.

**Spring Gallery:** £300 to £375 p/w (+ 18% + VAT commission on all work sold)

**Main Gallery:** £675 to £750 p/w (+ 18% + VAT commission on all work sold)

In 2019 are prices will be going up. The spring Gallery will go up to £350 - £400 with a discounted price of £330 to members.

Commission will go up across the board to 20% + VAT

## THE POLY TERMS + CONDITIONS (AS PER CONTRACT IN BRIEF)

'The Deposit' means £50 (fifty pounds) and is non-refundable in the instance that the Licensee cancels the booking referred to in this document.

Opening hours are 10am to 7pm Tuesday to Saturday, closed on Sunday and Monday till 5pm when we open on Monday to the public

'The Private Views' for each exhibition is one evening event of up to two hours duration normally between 6.30pm and 8.30pm on the first Monday or Tuesday of each exhibition. (Except the Main Gallery) Any change to the normal timing must be agreed with The Poly at least three weeks in advance. You can bring your own alcohol for a 'Private View' but it must not be sold. If you wish to sell alcohol are there designated areas in The Poly where this can happen and the Poly licensee must be informed 14 days in advance.

Under the terms of The Poly premises license it is up to the licensee and employees to agree any activity, use of furniture and resources and building access requirements from exhibitors in advance. Should activities appear dangerous, unlawful or contravening The Poly charitable objectives the exhibitor will be expected to cease immediately, failure to do so terminates the contract and access to the space.

'VAT' means value added tax or any other tax of a similar nature and unless otherwise expressly stated all references to licence fees or other sums payable by The Licensee are exclusive of VAT.

Where any party to this Agreement for the time being comprises two or more persons, obligations expressed or implied to be made by or with that party are deemed to be made by or with the persons comprising that party jointly and severally.

Any agreement by The Licensee not to do anything includes an obligation not to permit or suffer that thing to be done by any other person.

The Poly will not be liable for any loss or damage howsoever caused to the exhibitors work or property, or property belonging to a third party. It is the responsibility of the exhibitors to arrange adequate insurance cover. It is advised that you have your own public liability

insurance.

Exhibitors are responsible for the gallery and the space, any damage must be made good on the day of departure.

Exhibitors are responsible for producing their own posters and marketing material, however as part of the hire agreement you will be featured on The Poly website and social media networks. If exhibitors provide print and/or digital material, at least 14 days in advance all efforts will be made to display it effectively.

Toilet facilities are available for exhibitors. The visiting public have access to the toilet facilities during box office opening hours only. A small kitchen is available with tea and coffee making facilities please bring your own supplies.

The pricing and labelling of work is the responsibility of the Hirer.

All sales must be processed through our card machine located on the ground floor in the box office. Exhibitors/hirers are not to take any cash sales in order to comply with the hire agreement fee.

Invigilation: This is the responsibility of the exhibitor. The Poly regrets that is unable to provide this service. Exhibitors may choose not to provide invigilation for the whole of their time with us, but this is entirely at their own discretion and own risk.

Rent and commission will be reviewed periodically and are set at the discretion of The Poly board or staff.

Please consult your contract for further information

# CONTACT INFORMATION

## **The Poly**

Address: 24 Church Street, Falmouth, Cornwall TR11 3EG

Email: [info@thepoly.org](mailto:info@thepoly.org)

Phone: 01326 319 461

**Local Media-** details correct at time of printing

## **Newspapers**

**Falmouth Packet-** [emma.ferguson@packetseries.co.uk](mailto:emma.ferguson@packetseries.co.uk) 01326 213341

**West Briton-** [gdavies@c-dm.co.uk](mailto:gdavies@c-dm.co.uk) 01326 375672

## **Magazines**

**My Cornwall-** [morag@mycornwall.tv](mailto:morag@mycornwall.tv) 01209 314147

**Cornwall Today-** [knewton@cornwalltoday.co.uk](mailto:knewton@cornwalltoday.co.uk) 01872 247458

## **Radio**

**Source FM-** [matthew@thesourcefm.co.uk](mailto:matthew@thesourcefm.co.uk) 01326 211 782

**BBC Radio Cornwall-** [tiffany.truscott@bbc.co.uk](mailto:tiffany.truscott@bbc.co.uk)

NB: This information might not always be up to date