

## Exhibiting at The Terms & Conditions

- The exhibitor is responsible for displaying their own artwork (set-up and breakdown), with direction by The Hive staff where appropriate. The Hive staff cannot provide assistance.
- There should be minimum disturbance to library and other services within The Hive when installing and exhibitors should make themselves familiar with the risk assessment.
- All paintings/pictures should be fitted with secure fixings; mirror plates are recommended. Please note: constant supervision is **NOT** provided. The Hive accepts no responsibility for damage or theft of items in the show unless caused by, or directly due to, the actions of our own staff. Insurance remains the exhibitor's responsibility. Should a piece of artwork fall or become damaged, the exhibitor must repair this as soon as possible.
- The Hive has a hanging system (see description below) that is available for use by exhibitors. We strongly recommend that exhibitors come in and view the hanging system prior to their exhibition date to familiarise themselves with the system and assess its suitability. Exhibitors can use their own 'damage free' hanging system on approval by The Hive or Command strips purchased by the exhibitor (see further information below).
- The exhibitor is liable for any damage caused to The Hive's fixtures and fittings whilst installing or de-installing the exhibition. This includes residue left from improper products used to display pieces.
- The Hive will provide all exhibitors with a copy of the generic risk assessment for exhibitions which exhibitors must read prior to arrival. We will require you to write your own risk assessment, particularly if you intend to use power tools, work at height or if you are using your own screens/electrical equipment. The Hive will need to see a copy of this for review before your exhibition date. Any electrical equipment used as part of the exhibition will need a current PAT certificate and a copy will need to be provided prior to the exhibition taking place.
- Delivery and collection of all exhibits are the responsibility of the artist or group.
- Work must be exhibited only in the areas agreed by The Hive.
- The Hive reserves the right to reject any item thought to be unsuitable for exhibition. Arbitration of this issue shall be provided by the Programming Group at The Hive whose decision is final.
- The exhibitor is responsible for ensuring that all work to be displayed complies with UK legislation. It is the responsibility of the exhibitor to ensure that copyright laws are not infringed.

- Publicity material is the responsibility of the exhibitor, and The Hive will not be responsible for promoting the exhibition. However, exhibitors can provide descriptions and social media posts that can be shared on The Hive website and on The Hive social channels if appropriate.
- Private views can be accommodated following discussion with the events coordinator. A room booking will need to be made ([bookings@thehiveworcester.org](mailto:bookings@thehiveworcester.org)). Artists or the exhibiting organisation is responsible for any refreshments and invitations. Refreshments can be provided via The Hive; for more information, please contact [hivecatering@bellrock.fm](mailto:hivecatering@bellrock.fm)
- Labelling work and compiling a catalogue is the exhibitor's responsibility.
- Sales are to be handled by the artist.

	<b>Costs* until April 2023 (Prices are per week)</b>
<b>Atrium, Level 1*</b> including use of up to 20 exhibition panels	£50
<b>Café Wall, Level 1*</b> (max load 15kg each)	£25
<b>Display Cabinet, Café Level 1</b> (3 cabinets)	£45
<b>Display Cabinet, Atrium Level 1</b> (up to 3 cabinets)	£15 per cabinet

- All booking fees are non-returnable. Fees are invoices after your exhibition has finished and details of how to pay will be included.
- Signed acceptance forms must be returned within the stated time period. Failure to do so may mean offers of exhibitions are withdrawn and reallocated.

### Display Boards and hanging system

- There are 20 exhibition panels in total with the configuration options of 'L' joins and 'X' joints to form different shapes.
- Each board is H2000mm x W900mm.
- There are approximately 50 hanging hooks available to use. The number of pictures that the hanging system will accommodate will vary on size, shape and weight of the work you wish to exhibit. Exhibitors are responsible for all aspects of their display and the use of the hanging system.

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- **Smaller and lighter items** can be hung using [Command Strips](#) - which will need to be **purchased by the exhibitor**. The exhibitor is responsible for determining the suitability for the use of the strips and up to what weight they can safely support. We would recommend using at least 4-6 Command Strips per item.
- We request that each exhibition board side has an item displayed upon it and no board is left blank (this excludes boards facing the rear Atrium wall and those facing the children's library). The library manager reserves the right to request amends to layout and displays if there is insufficient artwork to fill the space.
- Options of configuration of the boards are included the board layout document. This includes details how library furniture and bookcases will be arranged around the exhibition. Requests for an alternative layout can be submitted to the events coordinator and will need to be pre-agreed by the Hive library manager.
- Artwork on display must either be framed or on printed Foamex boards. **Artwork provided on paper or attached with white tac/blue tac will not be accepted.**

## Set-up and Breakdown Guidance

- Access to the building is available during normal opening hours of 8:30am-10:00pm.
- On the day of exhibition breakdown, areas will need to be cleared by 6pm.
- Exhibitors are responsible for the safe setting up and taking down exhibitions. The Hive cannot provide assistance or equipment.
- Exhibitors can gain access to the building either through the main entrance or through the Hive loading bay.
- Arrival dates and times will need to be confirmed prior to exhibition set-up so that front of house staff, caretakers and security staff can be informed. If you intend to use the loading bay, please let the events coordinator know including details of arrival time.
- For access to the loading bay, exhibitors can drive up to the bollards just off Cattle Market car park. Press the intercom and either the Caretaker or Security will answer, let them know you are here for an exhibition, and they will then lower the bollards to allow you to drive up to either unload next to the ramp or drive further up to access the loading bay – this is opposite arch number 31.
- The best access to the building is through our main entrance which takes you straight into the Atrium. This is more suitable for larger pieces of work.
- The loading bay has a raising platform that can deliver items to the Atrium. However, this may not be suitable for larger items as the corridor access has 90-degree corners. Please speak to the events coordinator if you have larger items.

## Hanging System:

Clear wires are suspended from hooks secured at the top of the display boards. Each wire typically has 1-3 fastenings that can be moved up and down depending on the size and configuration of the artwork. Pictures are then secured onto the fastenings by hooking the wire/string at the back of the artwork onto the fastenings and tightening the fixing into place. **We would strongly recommend that exhibitors arrange a meeting with the events coordinator prior to exhibiting to familiarise themselves with the hanging system.**

Alternatively, you may want to use Command Strips for lighter items as detailed in the terms and conditions above. These must be purchased by the exhibitor. **The Hive cannot provide assistance in set up or breakdown of exhibitions.**



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