

## Exhibiting at The Hive

### Terms & Conditions

- The exhibitor is responsible for displaying their own art work, with direction by the Hive staff where appropriate. For paintings and pictures, please discuss hanging arrangements with the Business Development Manager or Marketing & Communications Officer.
- There should be minimum disturbance to library and other services within The Hive when installing.
- 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.
- 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.
- Where secure fixings are not applicable, alternative fixings will be charged for separately, or advice on appropriate products will be given.
- 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 Business Development Manager.
- The Business Development Manager reserves the right to reject any item thought to be unsuitable for exhibition. Arbitration of this issue shall be provided by the Head of Culture & Community Services whose decision is final.
- The exhibitor is responsible for ensuring that all work to be displayed complies with UK legislation. Please pay particular attention to ensuring that copyright laws are not infringed.
- Publicity material is the responsibility of the exhibitor. All items of publicity must be seen and approved by the Marketing & Communications Officer.
- Private views can be accommodated following discussion with the Business Development Manager. 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.
- The Hive will market the shows on social media and website and put flyers in the building but will not produce marketing materials – these need providing by the exhibitor.

	Costs (Prices are per week)
<b>Atrium, Level 1*</b> (including use of up to 6 exhibition panels offering up to 36 sides to display)	£45
<b>Café Wall, Level 1*</b> (up to 7 pieces, max load 15kg each)	£20
<b>Display Cabinet, Café Level 1</b> (up to 3 cabinets)	£15 per cabinet
<b>Display Cabinet, Atrium Level 1</b> (up to 3 cabinets)	£15 per cabinet

- All booking fees are non-returnable. Cheques should be made payable to 'Worcestershire County Council'.
- Signed acceptance forms must be returned within the stated time period. Failure to do so may mean offers of exhibitions are withdrawn and reallocated.

*\*Please note that the Atrium exhibition panels and Café Wall are fitted with hanging systems and are ideal for displaying framed pieces. If you wish to show mounted prints or other such lightweight items, then specialist fixings must be purchased at a cost to the artist. The Hive will recommend suitable products.*