

1. Drop off/ collection point: **ArtCare office, Facilities Directorate, SDH South** (use Entrance B see map attached). Main reception staff cannot deal with deliveries.

2. Pictures must be presented for hanging; properly framed (clip frames are not acceptable) Frame fixtures must be D rings with a taut cord , Not wire, – fixed in the top third of the frame. This is crucial to get right because picture frames can be damaged from badly attached fittings and the exhibition hanging system will not display your work to its full potential.



3. Please check dimensions with Exhibitions Organiser if pictures exceed 1.2m x 1m including frame.
4. Pictures are to be clearly labelled on the back with the artist's name, title and price.
5. Pictures must be unwrapped on delivery and wrapping taken away by the artist. We are unable to store bubble wrap etc. during exhibition.
6. The Exhibition Organiser reserves the right not to display all works delivered by the artist.
7. A commission of 30% inc VAT will be taken on all sales. This is donated towards the Hospital Arts Service and is used for buying or commissioning further works of art.
8. The Exhibition Organiser handles sales of exhibits and BACS payment to artists will be issued when payment by buyers has been completed.
9. Salisbury NHS Foundation Trust cannot be responsible for loss, theft or damage to exhibited works of art. The hanging system has security clips but artists must make their own insurance arrangements.
10. The Exhibitions Organiser must be notified a minimum of six weeks prior to the start of the exhibition if the artist can no longer participate.
11. Works that contain noxious or toxic substances or have flammability below 50c cannot be displayed.
12. Please send a short art biography (approx. 100 words) including information like: art training, influences, membership of art groups, previous exhibitions, methods of working, inspiration and where possible some detail of the kind of work that you will include in the exhibition. This information will be used for publicity and in the catalogue.

If you agree to these terms and the dates for your exhibition please sign both copies of this Agreement and return one copy to the Exhibition Organiser.

Signed (Exhibitor) Date

Check list for handing in:

Printed list of artwork that details each:

- title
- price (inc our commission)
- Media

Pictures ready for hanging; d rings etc (see number 2 above for details)

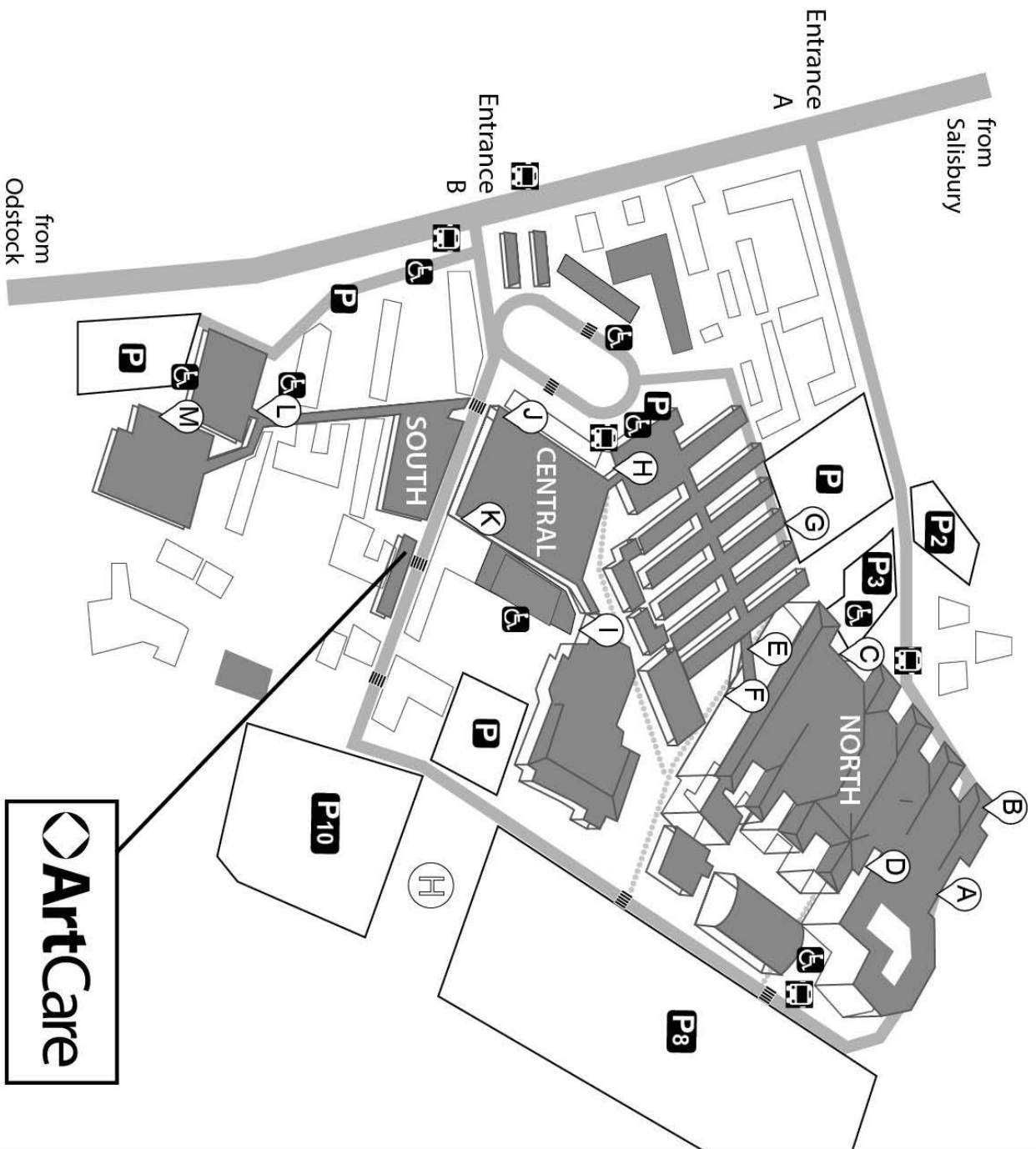
Labelled on back inc:

- title
- price (inc our commission)
- artist name
- Media

Artist statement/information for exhibition use in display

Directions for drop off point:

- From the Odstock Road
- TURN in ENTRANCE B
- Drive straight for about 250yds
- Just before 2nd Zebra crossing pull up on yellow hatched area on right hand side
- ArtCare office is in Block 29 (entrance on 2nd Zebra crossing)



NHS
Salisbury
 NHS Foundation Trust

Salisbury District Hospital

Key to hospital ENTRANCES

- A. Nunton, Level 2
- B. A & E/Emergency Dept, Level 3
- C. Main entrance, level 3
- D. Springs, level 2
- E. Link bridge corridor, level 4
- F. Sarum, level 3
- G. Maternity, Central
- H. The Green, Central
- I. Spinal Injuries Unit, Central
- J. Hedgerows entrance, Central
- K. SDH Central
- L. The Laing, South
- M. The Hospice, South

- P** Parking  Disabled parking
-  Bus stops

www.artcare.salisbury.nhs.uk

01722 336262 ext. 5617