

Artists' Terms and Conditions for 'Sale or Return' at The Green Tree Gallery

Exhibitor Agreement

Originality: All works must be original and preferably signed and dated (where appropriate), and clearly labelled with title, materials and technique (either on the back of the work or on the delivery note).

Exhibitor Profile: You are requested to supply a one-page profile describing your work, background and awards received as well as relevant details of previous exhibitions. Please keep the Gallery updated with any changes in your profile as it will assist with the promotion of your work.

Saleability: All work must be ready for sale, well framed and strung or fitted ready for hanging. The number of pieces we accept will depend on the size and type of your work as well as our current stock. All work must be clearly identified, labelled and titled where appropriate. Stock for the Gallery should be accompanied by a comprehensive list of work supplied, including materials and techniques used. Work will be taken on an eight-week trial, or as otherwise agreed. At the end of this period we will review the situation and discuss it with you.

Transport: The cost of delivery of work to the Gallery and of the return of unsold work remains your responsibility.

Packaging: When using couriers or transport companies, work must be securely packed in materials that can be re-used to pack for return if the work is unsold. Delivery and return of work is your responsibility and both are at your cost. Any claim for work broken or damaged in transit remains your responsibility.

Risk and Insurance: The Gallery will take all due care of your work and will be responsible for any loss or damage due to theft, fire, flood or negligence whilst in the care of the Gallery.

Gallery Commission: We charge 40% commission on the selling price, and we would ask you to bear this in mind when we discuss pricing your work.

Payment: Accounts will be settled monthly so if work has been sold, you will receive payment at the beginning of the month following the sale. If sales are below £10 in any month, we will defer payment until sales have reached that figure. However, we will clear any outstanding payments on a quarterly basis, even if they are below £10. We will make payments via bank transfer and inform you of sales via email. It is your responsibility to ensure that we have up-to-date contact and banking details.

Negotiation of Selling Price: We reserve the right to negotiate a reduction in the selling price, without first contacting you, of up to 10%. Any reduction in price within this range will be borne equally by you and by the Gallery. It is your responsibility to let us know if you do not wish us to have your explicit authority to negotiate as described above. Any variation in the terms of our authority to negotiate must be agreed in advance with the Gallery.

Promotion: You are required to assist in the promotion of the Gallery and your work whilst it is on display in the Gallery. You will not be involved in the day-to-day running of the Gallery and your presence on the Gallery floor in a sales capacity shall be by mutual agreement with the Gallery management. We may feature your work on our website, Facebook, Twitter or other social media or in newspapers, magazines or other promotion. If you would prefer images of your work not to be used in any of these ways, please let us know at the outset. If your work is featuring in a special exhibition, we ask that you make every effort to be present at the launch party, to send out invitations to your own mailing lists and otherwise promote the exhibition.

Personal Details: If, on seeing your work at the Gallery, a third party requests your contact details, we will act as intermediary and will convey the enquirer's contact details to you. Should the enquirer then purchase work from you direct, we would look to you for a 25% commission or as otherwise agreed.

Commissioned work: Any commissioned work arising from the exhibition of your work in the Gallery is undertaken with the Gallery acting as "Agent" and you will be liable for commission at 25% of the sale price.

Standard of Work: The Gallery reserves the right to refuse work that, in the opinion of the Gallery management, is not suitable or depicts a subject matter that may cause offence.

Collection of Work: You will be sent notice by phone or email to collect any unsold work by a specified and mutually agreed date. If work remains uncollected three months after this specified date, the Gallery reserves the right to sell the work at a reduced rate, donate it to charity or otherwise dispose of it.

Acceptance of Terms & Conditions :When you submit your work to The Green Tree Gallery via our Artists Application Form, you will be asked to tick a box to confirm that you have read, understood and accept these terms. It is your responsibility to flag up on the form any terms & conditions that you wish to discuss or do not agree to. Any variation in these terms will be subject to the agreement of the Gallery management.

The Green Tree Gallery Ltd
Limited Company 8893435 England
Registered Office Millbrook Building, Borde Hill Garden, Haywards Heath
West Sussex, RH16 1XP

