

# Exhibition Information Pack

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# General information

The Peacock Gallery is a modern, self-contained exhibition space in the Visual Arts Centre at Maiden Erlegh School and is open to the public during exhibitions. The gallery, named after John Peacock, a master potter and former Head of Art at Maiden Erlegh, is run as a non-profit venture by the Community Arts team at the school. We aim to stimulate and encourage interest and enjoyment in art in the local and wider community and to support and promote the work of emerging and established artists. Since opening in 2004, the gallery has held over 45 exhibitions including several from London's Southbank Centre.

## Application and selection

Proposals from artists for solo or group exhibitions are invited. Proposals are assessed by the Community Arts team who consider artistic merit, suitability for the space and availability in our programme. Proposal meetings are held several times a year and exhibitions may be scheduled a year in advance. If you wish to make a proposal, please read the Exhibitor Information Pack, complete an Exhibition Proposal and submit it with relevant supporting digital images to Community Arts. Prior to accepting your proposal, you may be invited to show us your portfolio and to view the gallery space. If your proposal is accepted, you will be contacted to discuss dates and other operational matters. Once these are agreed, a contract to exhibit will be sent for your signature.

If you feel you do not have enough work for a solo exhibition, or are unable to put forward a proposal for a group exhibition, you are welcome to send a c.v. and statement about your work, and digital images that can be kept on file in case any opportunities arise.

## Hire charges & selling work

The Peacock Gallery currently makes no hire charges to exhibiting artists although we do take a 20% commission on any sales towards running costs. Artists may bring a browser whilst they are stewarding to display prints etc. to sell in addition to exhibited works. In return, exhibiting artists are expected to give an educational talk or demonstration to some pupils of the school and to take an active part in promoting the exhibition through distribution of printed brochures, digital posters and e-invitations provided by the gallery. We also invite exhibiting artists to make a proposal to run a practical, paid, 1-day public workshop to coincide with their exhibition. Please ask for details.

## Exhibition opening

Exhibitions generally run for three weeks starting with an optional opening view on the first Saturday afternoon hosted & catered for by the artist. The Peacock Gallery is free to enter and is open to the public during exhibitions from 3 – 4.30pm, weekdays and from 12 midday – 3pm on Saturdays. Weekday openings are supervised by school staff but artists are expected to steward on Saturdays. Saturday hours may be extended following discussion with the Community Arts Team.

# General information

## Promotion

All public exhibitions in The Peacock Gallery are listed in Community Arts brochures distributed via the website, by email and in print around Reading and Wokingham. At no charge the gallery will provide the artist with an opening view invitation in PDF format, PDF A4 poster and Community Arts brochures for distribution by the artist to promote their exhibition. The Peacock Gallery will invite its own patrons to the exhibition opening view in addition to guests invited by the artist.

## Gallery space and hanging system

The gallery uses a hanging system of a j-rail and rods with self-locking hooks for the 48m<sup>2</sup> wall space. Artists must deliver their work in frames that can support screw-eye with split-ring fittings. These will be supplied and fitted by the gallery. For free-standing 3D work the gallery has plinths and top-lit glass cabinets. Skylights provide a good source of natural light and this is augmented with directional spotlights placed regularly along the ceiling. A plan of the gallery space and dimensions of plinths and cabinets is shown overleaf.

## Delivery and collection of work

Artists are responsible for delivery and collection of their work at the agreed date and time. Work is to be delivered by the Tuesday in the week of the opening view, All work exhibited, including any work sold during the exhibition, must be left on display until the end of the exhibition. Collection of sold work by buyers is from the gallery.

## Installation

Installation and striking of the exhibition is carried out by the gallery curator. Work must be clearly labelled and with any instructions for presentation. The gallery curator will make final decisions regarding presentation of the exhibition.

## Exhibition catalogue and labels

The gallery will print a title and price (or 'not for sale') label for each exhibited work and will print a wall hung copy of the artist's statement. The artist should provide any other form of catalogue, postcards or business cards etc. for use by exhibition visitors.

## Storage

The gallery is unable to provide storage outside of artist-stewarded Saturdays for artworks not part of the exhibition, e.g. those in a browser, nor for exhibited works left before or after the dates agreed for delivery and collection.

## Insurance and security

The gallery is supervised during opening hours and carries limited insurance for artworks while they are in the gallery. Artists are strongly advised to arrange their own appropriate insurance for their works to include cover for transport to and from the gallery.

# Gallery floor plan

## Display Plinths, Shelves and Cabinets Measurements.

3 x Lockable glass cabinets:  
H162cm W40cm D36cm  
(3 Glass Shelves)

10 x White cuboid Plinths:  
1. H50cm W50cm D30cm  
2. H53cm W34cm D30cm  
3. H62cm W34cm D30cm  
4. H92cm W46cm D32cm  
5. H93cm W41cm D24cm  
6. H94cm W34cm D30cm  
7. H109cm W49cm D45cm  
8. H124cm W49cm D49cm  
9. H124cm W34cm D30cm

12 x Wall shelves:  
These are at a fixed height on one wall only. (right hand wall as you walk in )  
Any number up to twelve can be used as required.  
(25cm x 123cm) x 6 shelves  
(17.5cm x 123cm) x 6 Shelves

## Hanging System

There is a J-Rail hanging system with self locking hooks. Art work frames must have screw eye with split ring attachments.

Wall Height - 250cm  
Approx total hanging space - 48m<sup>2</sup>

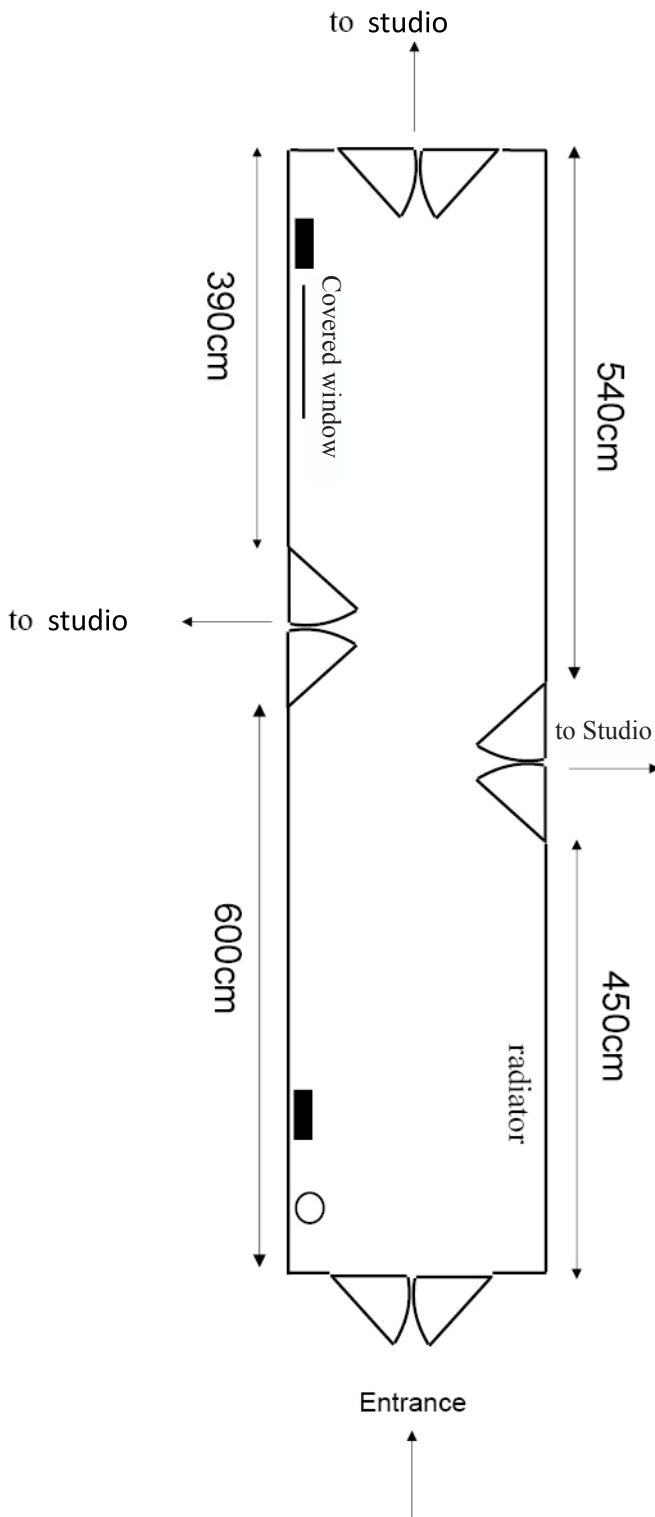
## Lighting

Sky lights provide good source of natural light in the space. There are also spot lights placed regularly along the ceiling.

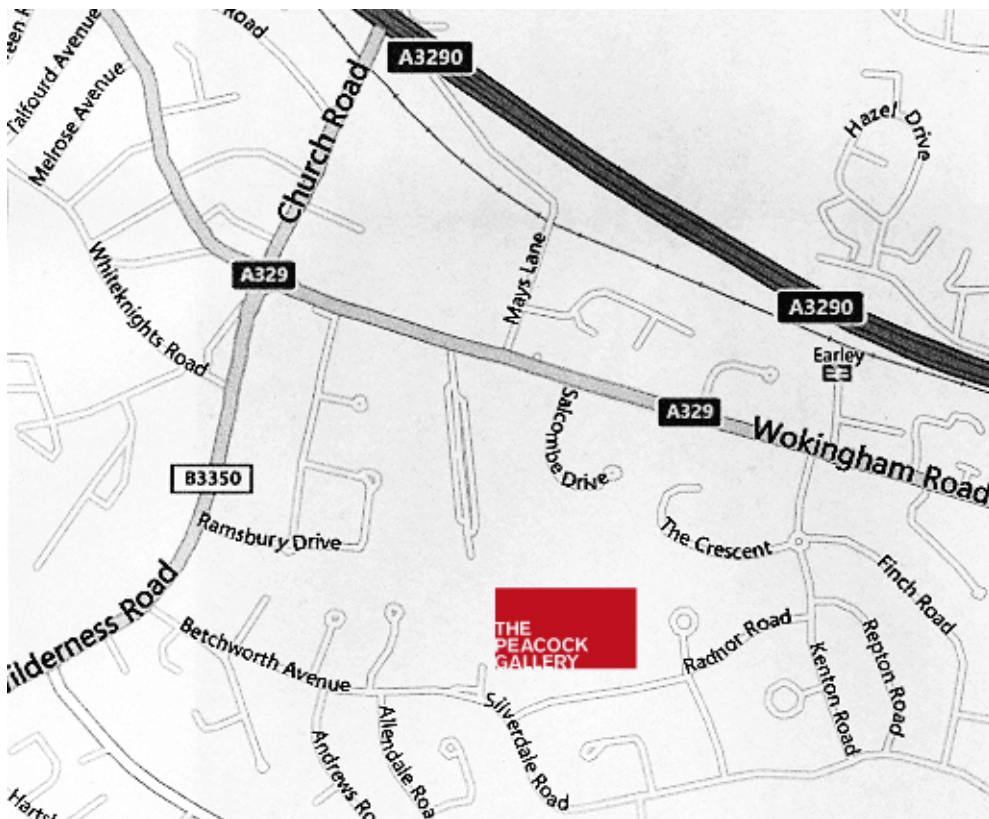
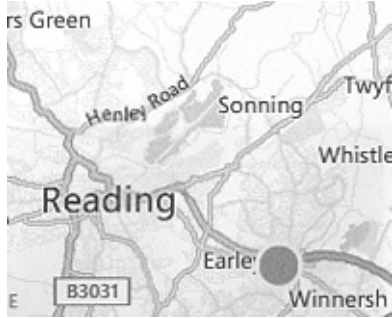
○ Fire Extinguisher

■ Double Plug Socket

▬ Blind covering internal window.



# Map



[www.maidenerleghschool.co.uk/community](http://www.maidenerleghschool.co.uk/community)  
[communityarts@maidenerleghschool.co.uk](mailto:communityarts@maidenerleghschool.co.uk)

# Exhibitor's checklist

- Send us your proposal
- Show us your portfolio
- Cost a budget to cover framing, printed invitations, postage, drinks & nibbles for opening view, insurance of your work and packing etc.

## **Upon our acceptance of your proposal:**

- Agree all dates and other responsibilities
- Sign & return exhibition contract to gallery with
  - high res. jpeg images 300pixels per inch
  - artist's statement(s)
  - copy for press release
  - provisional list of works
- Plan your promotional activities
- Invite your opening view guests
- Prepare school talk/activity. Email Head of Art Department to discuss suitability.

## **Installation:**

- Finalise your list of works and special display requirements
- Mount and frame your work
- Drop-off artworks on date agreed

## **During Exhibition:**

- Buy drinks and nibbles, host opening view
- Steward each Saturday
- Advise gallery to mark sold and reserved pieces
- Deliver talk/activity to students
- Run 1-day public workshop (paid & optional)

## **After exhibition:**

- Collect artworks on date agreed
- Follow up on visitors' enquiries

# Exhibition proposal

Thank you for your interest in exhibiting at The Peacock Gallery.  
To make a proposal, please provide all of the following information and return it to The Peacock Gallery by post with your images on CD or by email with your images sent separately by [www.wetransfer.com](http://www.wetransfer.com). Your proposal will be discussed at the next exhibitions meeting after which we will respond to you.

NAME of ARTIST OR PRINCIPAL ORGANISER of a GROUP of ARTISTS

-----  
ADDRESS

-----  
POSTCODE

-----  
PHONE

-----  
EMAIL

-----  
EXHIBITION TITLE

-----  
PROPOSED DATES OF EXHIBITION

-----  
EXHIBITION DESCRIPTION: Concept, theme and purpose of the exhibition.

-----  
Exhibition contents: e.g. painting, sculpture, etc.

-----  
Any technical requirements, e.g. audio visual

-----  
Estimated quantity & size of pieces

-----  
Will you agree to offer a 1-day public workshop?

YES/NO

**PLEASE ATTACH: LIST OF PLACES & DATES OF PREVIOUS EXHIBITION OF THE WORK, ARTIST CV & UP TO 10 DIGITAL IMAGES (300ppi)**

Return to:  
Community Arts, Maiden Erlegh School  
Silverdale Road, Earley, Reading RG6 7HS  
[communityarts@maidenerleghschool.co.uk](mailto:communityarts@maidenerleghschool.co.uk)

