

Terms and Conditions

Context

The following Terms and Conditions are intended to provide transparency for all involved. If at any time you have suggestions or concerns bring them to Backwater Artist Group administration.

What We Cover

Please note the following is subject to available funding:

- Artists & Production Fees: We are committed to supporting artists and ensuring that they receive fair and equitable remuneration for participating in our programmes. The amount of fees provided will be determined by the amount of funding received. This will be communicated to the participating artists, up to three months prior to the exhibition. Half of these fees will be paid in advance of the exhibition and the remaining half on the installation.
- Backwater will enlist a professional photographer to document the exhibition. We currently use Jed Niezgoda to photograph works.
- Backwater will enlist an art writer to write a text/critique on the exhibition.

The following will be provided by Backwater Artists Group:

- A technician to install the exhibition with the help of the artist. Amount of time required for the install to be communicated to the Studio Director in advance
- Refreshments for opening events.
- Marketing & PR Support (see below).

Access

- Studio 12 can only be accessed for installation a maximum of two days prior to the exhibition. Access to the space prior to this installation period can be during normal exhibition hours (Tuesday-Friday 10am-5pm), or prearranged

during regular office hours (Monday-Friday 10am-5pm). If you require more time for the installation, please arrange this with the Studio Director.

- A key to Studio 12 will be provided in advance of install/use.
- It is the responsibility of the artist to return the key to Backwater Artists Group administrative staff on the evening of the opening reception.
- In the event that a member has been awarded an opportunity to exhibit and has since ceased to be a member, access to the building will be restricted to normal office hours (Monday-Friday 10am-5pm excluding bank holidays).
- In the event that a non-member is exhibiting, access to Studio 12 should be arranged during staff hours, as we cannot provide non-members with keys to the building.
- If the Studio 12 key is lost the exhibitor/user will be charged for the replacement of the key.

Invigilation

- Exhibitions which require invigilation will be invigilated either by Backwater Artist Group staff, members or the exhibiting artist.
- In the interest of professional practice, the public should be welcomed into the space, directed towards any written material and offered additional information and insight if requested. There will also be a comments book and an e-newsletter sign-up list made available.
- Volunteer invigilators can use their own computers to do their own work whilst invigilating. In some cases the invigilation desk will be moved to the first-floor studios corridor.
- Studio 12 will be closed on Mondays and at weekends.
- When contributions towards invigilation are needed from members, everyone will be notified by email.
- A full invigilation schedule will be agreed once a proposal has been accepted and scheduled.

- In the event that there is no invigilator to cover lunchtime, a sign will be put on the door, to say that the exhibition is closed for lunch.

Engagement Programme

- Exhibiting artists will be required to participate in one to two engagement events, during the exhibition. These could include but are not limited to: an artist talk, a workshop, a video, a performance.

Installing/De-installing

- The installation plan for an exhibition must be discussed in detail with the Studio Director in advance, to ensure that the means of installation and the items to be installed are safe and that there will not be unnecessary damage caused to the space and its walls and fittings.
- A meeting will be scheduled in Studio 12 to discuss the installation. A written summary installation plan provided by the artist will be included in the contract prior to signing.
- A Studio 12 installation equipment box will be provided at this stage.
- Installation will be undertaken by the technician available with direction from the exhibiting artist. The artist will not be allowed to get help from friends or family regarding the installation.
- The wooden beams cannot be drilled or altered in any way. Backwater Artists Group would like to be flexible with all installation proposals but are obligated to observe restrictions relating to the historic fabric of the building (Protected Structure) and relating to the governance of Wandesford Quay CLG. The Technical Assistant will bring any requests outside of these parameters to the Studio Director, and subsequently to the building caretaker to see if an agreement can be reached.
- Nothing can be stuck or screwed onto the floor or ceiling without prior approval by the Studio Director. Any such design should be included in the

initial written proposal if possible or at the pre-installation meeting. Appropriate fixings must be approved by the Studio Director prior to install.

- Studio 12 has plasterboard walls but no plaster skim. There is plywood backing. In most eventualities wall-based work can be hung with nails that offer a secure weight-bearing hold but can be easily removed with minimal damage to the wall. Some nails can be supplied by Backwater Artists Group but the artist may have to source additional nails. In some cases, plaster board screws or something more substantial could be used depending on the weight of the items. A hanging strategy can be discussed in advance at the pre-installation meeting.
- Only members and staff can carry out installation work in the space.
- Studio 12 must be left in the condition in which it was handed over. Appropriate filler, paint and equipment will be supplied by Backwater Artists Group. Instructions will be relayed by the Studio Director at the pre-installation meeting and subsequently if necessary. All holes must be filled with Polyfilla, left to dry, sanded and touched up with paint. The space must be vacuumed at a minimum and mopped if necessary. A vacuum cleaner, mop, bucket and floor cleaner will be provided by Backwater Artists Group.

Marketing / PR

- Two or three representative press-ready image minimum (1-5MB, 300dpi min, jpg) and final text content/press release information must be submitted by the exhibitor/user no later than 5 weeks before the opening of the exhibition or event. These images and text will be used in the following:
 1. The Backwater Artists Group website 5 weeks before event
 2. In a Facebook event 5 weeks before event
 3. The VAI website and selected press websites 4 weeks before event
 4. Emailed to selected press and arts contacts 4 weeks before event
 5. The Backwater Artists Group e-newsletter invitation 2 weeks before the event

6. In a gallery document that will be made available to the visiting public - changes to the text in this gallery document are acceptable 1 week before the event.

- It is recommended that a second version of the image (similar but in portrait format) is provided to facilitate poster design or that the main image choice offers some flexibility for poster design. This can be discussed with the Studio Director.
- All exhibitions, events and projects will be promoted on the Backwater Artists Group website and social media outlets (Twitter, Instagram, Facebook).
- A limited run of posters will be produced by the Backwater Artists Group for use in the building.
- In addition to the promotion carried out by Backwater Artists Group (see above) it is recommended that the exhibitor/user is proactive in promoting their own event by forwarding the e-invite to their own contacts and sharing the event on social media where applicable. Co-host and/or admin access to Backwater Artists Group Facebook page can be arranged. All promotion carried out by the exhibitor/user should acknowledge Studio 12 and Backwater Artists Group by name and the Backwater logo (and funding body logos) should be used where appropriate. Logos will be provided upon request.
- A meeting will be held with the exhibitor/user 6 weeks before the exhibition / event to discuss a PR strategy (and to review the contract and terms and conditions).

Opening reception

- All exhibition openings are scheduled for a Thursday evening at 6pm.
- Two Backwater Artists Group members will be scheduled to serve drinks and wash-up at the opening.

Submission process

- Individual scores for each of the assessment criteria are available upon request in addition to more detailed feedback.
- Exhibition/project proposals, event documentation and/or promotional material may be used by Backwater Artists Group in applications to Cork City Council and/or Arts Council for project grants. These resources, if awarded, will be used for the programming of the space and the payment of artist fees in accordance with Arts Council and VAI guidelines.

Health & Safety

- The exhibitor/user are responsible for their own health and safety within Studio 12 and shouldn't use equipment without taking proper precautions which includes use of guards and/or protective wear where necessary.
- All Backwater Artists Group members and visitors must sign in/out on the sheet provided in the lobby.
- Please discuss any proposed use of toxic paints, sprays or substances during the installation in advance with the Studio Director. A suitable time of day and adequate means of ventilation will be agreed. Please use low solvents where possible.

Sales

- A commission of 35% will be retained by Backwater Artists Group for all sales.
- A titles and price list must be submitted a minimum of 2 days before the opening event.
- Sales will be recorded by the invigilator (red dot applied to wall, receipt issued) and deposits or full payment taken by Backwater Artists Group administrative staff in the office on the second floor.

Contract

- The exhibitor/user who submitted the proposal must return a signed contract 5 weeks prior to the exhibition opening or event. This contract confirms that

the artist/curator who submitted the proposal understands and agrees to the terms and conditions.