

WELCOME TO THE FLEUR de LIS GALLERY

Thank you for your enquiry.

A £50 deposit, required to deter cancellations, is refundable at the end of the exhibition, providing there is no damage or loss of equipment belonging to the gallery, or the Faversham Society.

The deposit is payable to the Faversham Society during the booking process. The deposit will not be refunded if you cancel during the 12 week period prior to the exhibition. If cancellation occurs before that, it can be returned. Each case will be treated individually and will be at the discretion of the Faversham Society.

Exhibition duration is normally 18 days, depending on the needs of the gallery. The time period will be confirmed when booking. The exhibition *set up* day is Thursday, as exhibitions open to the public on Friday and run until Monday, with *take down* on Tuesday. Please let the gallery know in advance if this will cause a problem.

Exhibitors will be expected to steward their exhibitions. Please consider whether you are able to do this as this may affect your decision to exhibit with us. The gallery is open 7 days per week (open 10-4, closed Tuesday & Thursday 10-1 and Sunday 1-4). It is acceptable to enlist the help of family and friends for stewarding and the Society has volunteer stewards who cover certain days, which may be subject to change.

Please sign in and out each time you steward and for set up/take down. The book is in the visitor information shop and you need to report there when you arrive so a member of staff can unlock the gallery. When stewarding, you will need to record the number of visitors and read the guide to taking money (kept on gallery desk) for any sales made. No money is allowed to be kept in the gallery during exhibitions, as it is not secure. We will go through the procedure with you.

Do not use anything sticky (including BluTac) on the boards as this will affect the return of your deposit. GluDots, made by Bostick, are acceptable and all hanging must be done with nails or picture pins, so please bring your own equipment. During set up, please use the special pen provided for marking the position on boards and not pencil.

If your work is for sale, you must provide a price list for the steward's desk as well as suitable labelling for the walls. The gallery takes 20% commission on any sales. You can opt to leave your work on the walls if sold, to be collected by the purchaser at the end of the exhibition, or replace the gaps with another exhibit. It is recommended you provide your own insurance cover for your exhibits.

The gallery will add a photo of your exhibition to their Facebook page in order to promote it, but you will be responsible for your own publicity. The more advertising you are able to do, the more visitors you are likely to get and hopefully it will be a more successful event. An A4 poster can be enlarged in advance, to A3, for display purpose in the gallery.

If you would like to do a 'Meet the Artist' event, you are welcome to arrange it in consultation with the gallery. These have been successful in the past, especially on a Saturday, and good advertising helps this. As long as it is not messy artwork, art in progress by the artist working in the gallery is also of interest to the public.

If you wish your contact details to remain with the Fleur Gallery in order to be notified of future exhibition opportunities, please confirm this to the gallery during your exhibition.

To apply, please print the online form, complete it and take to the address provided. You will then be offered an exhibition date.

Many thanks for your co-operation.

Fleur de Lis Gallery.