

PLANNING YOUR EXHIBITION

Things You Probably Know Already But.....

YOUR EXHIBITION

1. Less is more – a linear display area of between 25 and 50 feet is ideal.
2. Plan – the wall plans will help you decide which images will look best in each room and on each wall. Note that natural lighting is from the east.
3. We recommend unloading on a Sunday when traffic levels are at their lowest in Carre Street – TAKE CARE. Please note that parking and unloading from the driveway to the side of the property is prohibited.
4. Use the hanging equipment supplied. No nails, adhesive or other fixings are permitted.
5. Use conventional frames (no clip frames – Health & Safety).
6. Access – access is available from the front of the property only. The rear entrance can only be used in the event of fire. For security and safety reasons we ask that you do not allow public access to the upper part of the building.

PROMOTION

7. Plan well in advance and think of:-
 - i Timing – date convenient for you, your friends and customers
 - ii Exhibits – you may wish to have reproductions as well as originals available for sale and to adopt different themes in each gallery room
8. Promotion of the exhibition is the responsibility of the exhibitor. Suitable approaches include:-
 - i Press release – we can supply contact details
 - ii Leaflets – worth distributing to the library, tourist information office and local businesses.
 - iii Posters – Hodgson Brothers LLP will display A4 posters in their office window as may (at their discretion) the library and other local organisations.
 - iv Preview - best arranged on a Monday evening by invitation only (we can supply a template). Use the Market Place car park – free after 6.00pm.

Everyone involved in organisation of the Carre Gallery has given their time freely. The gallery is entirely dependent on private donations and exhibitors contributions. Please take care of the building and the gallery equipment during the period of your exhibition.

Carre Gallery July 2008

Carre Gallery, 28 Carre Street, Sleaford, Lincolnshire, NG34 7SR. Carre Gallery Arts Trust Ltd., Registered Office, 28 Carre Street, Sleaford, Lincolnshire, NG34 7SR. Membership Secretary: P. Espin – telephone: 01529 415056