

## **Our Chelmsford Gallery Terms and Conditions**

The Our Chelmsford Gallery aims to highlight the brilliant communities, groups and organisations that make up the Chelmsford district. We are excited to welcome you into the space which consists of four display spaces on walls of varying sizes and one display case.

Below is a short guide and some terms and conditions so that you can make the most of the space.

### **About the space**

- The Our Chelmsford Gallery is open to the public for browsing during our opening hours, except for a Wednesday afternoon and Thursday morning when it hosts our Boris Bear Club and on occasion hosts a school group.
- The gallery is located on the First Floor of the museum and is accessible step free through the Roman gallery or accessible via stairs.
- The room has two windows allowing for bright, natural light in the space. Please bare this in mind if you are displaying anything that could be sensitive to UV or reflective.

### **Installation - General**

- (Not applicable for Gallery Wall applications) Before installation begins, a plan of your display and content must be sent to the Museum management for approval. Please send this at least 12 weeks prior to your display.

- A date for the installation must be agreed, we can close the room to the public for up to a day, a member of the Museum team must be in attendance.
- We cannot change the colour of the room, attach anything to the ceiling, alter the timeline graphic or change the flooring.
- Windows can be decorated if signed off by Museum management in advance.
- Power sockets can be used if signed off by Museum management in advance, any equipment will need to be PAT tested and secured.
- The exhibitor must be prepared to mount the pieces themselves; however, technician assistance may be provided upon request.
- Do not bring in any materials that may contain pests or bugs.

### **Installation - The walls**

- Wall measurements: Left hand wall 3.8m, space between cases 1.6m, space between windows 1.19m, wall with door 2.67m. Height 2.375m.
- All work must be 2D.
- All work not in the case is to be wall mounted and must be fitted with mirror plates (brass d-shaped fixings attached to the back of a picture frame, which then enable the frame to be securely attached to the wall using screws). Mirror plates are readily available from DIY stores.

### **Installation - The case**

- The case internal dimensions are: Height 138 cm, Width 119 cm and Depth 32 cm.

- There are moveable glass shelves (one shown in the photo but more available).
- There are clear perspex stands available for objects.
- The back of the case is fabric, light items and text can be attached to this using double sided tape. We cannot pin or drill into the back of the case.
- The other case in the room is for our recent acquisitions and will not form part of the display.

### **De-installation**

- A date for the de-installation must be agreed, we can close the room for up to a day, a member of the Museum team must be in attendance.
- The exhibitor must be prepared to remove the pieces themselves; however, technician assistance may be provided upon request.
- If the space is damaged beyond screw holes and paint, the Museum reserves the right to claim for repairs. Screw holes and paint touch ups will be completed by Museum staff.
- All work must be removed by the agreed de-installation date.

### **Your work**

- Please ensure that all exhibits are clearly labelled, delivered, and collected promptly in accordance with the agreed schedule. Cost of transport is at the Exhibitor's expense.
- Please provide an inventory of all exhibits in the exhibition.
- Chelmsford City Council retains overall control of the exhibition: The Museum reserves the right to change anything and to veto any

exhibits and texts that it believes are not in-keeping with corporate policies and values (such as offensive images or language).

- The Museum and the Council accepts no responsibility for any loss or damage sustained to any item brought into or left in the Museum. Any items left will not be covered by our insurance.

### **Selling**

- The Museum asks for a 30% commission if your work is for sale.
- Payment for any sold work (minus the 30% commission) will be made after the exhibition has closed.

### **Text and Labelling**

- Please use the label template provided.
- Text should be aligned to the left, as this is easier for visitors to read.
- Please keep introductions under 150 words each. Object labels should be no more than 50-60 words unless you are writing about several objects grouped together.
- Draft labels and price list (incl. 30% commission if work is for sale) should be submitted 4 weeks before the exhibition start date for review.
- The Curatorial Team will support the writing of labels on a case-by-case basis and in discussion with individual artists.

### **Marketing**

- If you would like the Marketing Team to promote your exhibition, please provide the below information at least 8-12 weeks in

advance of the installation date. This information may be circulated on social media, as a blog, press release or a city life article.

- A title
- 2 – 3 images with captions
- Up to 150 words about your display with an optional quote and any relevant names such as artists, funders or partners.
- Information on any related events or activities.
- The council reserves the right to reproduce any images for promotional purposes.

### **Additional Events**

If you would like to programme additional events alongside your exhibition such as talks or activities, please contact Maxine on [maxine.clark@chelmsford.gov.uk](mailto:maxine.clark@chelmsford.gov.uk). Additional events may be subject to venue hire fees or admission charges.

### **Agreement**

Please sign and date to say that you are happy with the terms and conditions set above.

Name (Exhibitor).....

Signature .....

Date .....

Name (Exhibitor).....

Signature .....

Date .....

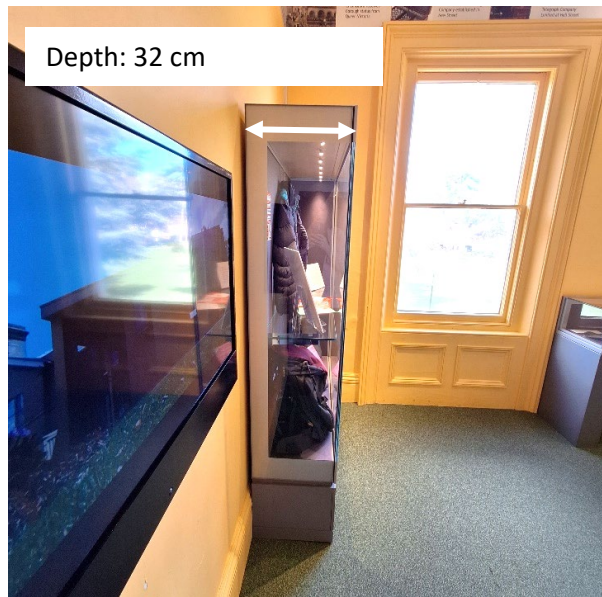
Name (Museum).....

Signature .....

Date .....

## Appendix 1

Photographs of case (2023/24)



Cool 2 Be Kind - Winter Rucksack Appeal

Examples of previous displays:



Sanctus - Christmas Box Appeal



The Wilderness Foundation

**EXPLORE. INSPIRE. SHARE.**



## Appendix 2

### Photographs of the Our Chelmsford Gallery (2025)

