

St Ives Arts Club - Exhibition Room - Aide Memoire for Exhibitors

1. The Agnes Naylor Exhibition Room to be vacated by 6pm on **Friday** by previous hirer.
 2. Hirer normally closes exhibition and takes down no later than 4pm, mindful of new hirer coming in at 6pm and any repairs needed to the walls and general cleaning up and making good.
 3. The incoming hirer, by agreement, can drop paintings off and place in the hallway by the WC's and on the staircase from 4pm
 4. The Club have spare exhibition room keys and can make one available in the week before. Normally the follow on hirer collects the key at 4pm from the outgoing hirer. If this is not possible then the hirer needs to let the club know and a key will be supplied.
 5. Hirers when leaving must set alarm and lock up each day
 - On entering the Alarm code is 0981 to cancel the alarm.**
 - On leaving 0981 + the FULL button must be pressed (Top right hand corner)**
 - The Exhibition Room door code is CX2468 - turn firmly clockwise.**
- When leaving please ensure the exhibition room lights are turned off, both doors to Westcotts Quay are locked, all display boards taken inside and please lock the external door with a key – it is not sufficient to simply shut the door.
6. If additional display boards are required as well as wall space – this must be known in advance so that arrangements can be made to assemble and take down. The walls can comfortably accommodate 40 paintings.
 7. Please only use the hangers provided - do not use nails or screws in the walls.
 8. For labels/pricing please only use WHITE TACK (not blutack)
 9. There are a range of plinths and tables available too.
 10. There is a manual sales sheet on a clip board to record sales.
 11. Most sales are now via the Sum Up machine. It is very simple to use and normally hirers are taken through the sale process etc . The new machine is linked to the wifi and is virtually instant and reliable. If the sale does not go through it cancels the transaction. We do have a black cash box in the cupboard, but best practice is to put cash sales in an envelope and post through office door. **Please avoid cash sales** if at all possible.
 12. The card machine charges 1.6% and the club covers this cost, ie we still pay 70% of the sales price to the hirer.
 13. An Arts Club handwritten hard copy receipt can be given. Alternatively an e-mail or text can be sent via the Sum Up machine. Hand to customer, to input their details which are not stored on the machine or recorded anywhere.
 14. The club will provide bubble wrap and carrier bags on site.
 15. Contacts are:
 - Steve Litherland:** swmlither@btinternet.com - 07798 564121
 - Anthony Gribben:** agribben23@btinternet.com - 07792 887821
 - Chris O'Reilly:** chrisoreillyart@gmail.com – 07715 409518
 16. In terms of set up/take down it is the member who has to make arrangements. There is no space to store boxes/bags unless put behind the counter.