# St Ives Arts Club
# Exhibition Room Guide 2027

**PRIOR TO EXHIBITION**

If you wish to advertise your exhibition in the **Members Newsletter**, then please send JPEG photos of your poster to the email address – stivesartsclubbooking@gmail.com – at least one month before, the month in which your exhibition will take place. We will also use your poster for the Website and Social Media platforms.

Private Viewings (PV) – if you wish to have a PV on the Saturday or Sunday to invite friends, then please organise this in advance and advertise in the Newsletter, the month before as above. If there is a theatre event the same day, then this may impact your event (see T&C's) so please check with House Management if there is a clash of events.

Social events/PV's have been shown to be highly successful in raising awareness and do increase sales.
You need to purchase your own supplies and organise the event.

Advertising in Times and Echo or other media obviously needs your own advanced planning.

**SETTING UP PROCEDURE**

The Exhibition Room will be vacated and cleaned by **6pm** on **Friday** by the previous hirer and house management.

Members must close their exhibition and take down from **4pm** or earlier, and clear the room by **5pm** mindful of the new hirer coming in at **6pm** and any repairs needed to the walls, cleaning and making good.

**Incoming exhibitors must wait until after 6pm to access the Exhibition Room.**

**You may not drop off work earlier than 6pm, as was previously allowed. We need to give the House Manager sufficient time to clean, mop the floors etc. when the room is completely cleared.**

**KEYS** – please liaise with the outgoing exhibitor, to ensure the door key is in the lockbox, or handed over directly to you.

Anyone using the key lockbox (latest code TBA) – right hand side of Warren doorway, must always replace the key in the lockbox once entry is gained.

The key to the Westcotts Quay Door is found in the keybox on the kitchen wall. It must not leave here, please return directly once the door is locked or unlocked.

In terms of set up/take down it is the member who must make all arrangements.

**PLEASE NOTE - There is no space to store boxes/wrappings/ bags etc during the exhibition – these must be removed and brought back on take down. The hallway, stairs, kitchen and the toilet access must all be kept clear.**

## HANGING

The walls can comfortably accommodate fifty/sixty medium sized artworks, or more if the artwork is small.
For an idea of sizes of the walls, please see a plan in **Appendix 3**.

Please only use the hangers provided - **do not use nails or screws in the walls.**

For description and pricing labels please only use WHITE TACK (**NOT BLU TACK**) or reusable sticky labels.

**The desk must stay where it is positioned and all the plinths in the room must stay in the room, please do not remove to the hallway (as per the Terms and Conditions).**

There are a range of plinths and tables available. PLEASE avoid dragging tables and plinths around on the flooring, as it may rip. Please lift furniture to move it.

**The Hallway, Stairs and Toilet access must always be clear.**

## EXIT AND ENTRY

The main door (The Warren black door) key is kept in the lockbox.
Please leave it in the lockbox and do not walk off with it. The Theatre is in constant use and others need access.
It is the responsibility of the main exhibitor, when leaving, to set the alarm and lock up each day

**On entering the Alarm code is 0981 to cancel the alarm.**
**On leaving, the code is 0981 + the YES button to confirm**
**The Exhibition Room door code is CX2468 - turn firmly clockwise.**

The key for the internal door to Westcotts Quay, is in the Kitchen key box on the wall. PLEASE always return all keys to this box immediately after use.

When leaving at the end of each day, ( please check there is no one using the theatre!) please ensure;

1. The exhibition room lights are turned off
2. Both doors to Westcotts Quay are locked and all display boards taken inside.
3. The kitchen door to the hallway is bolted - then exit via the exhibition room.
4. Please check there is no one upstairs and close the theatre door if open
5. Please lock THE WARREN external door with a key – it is not sufficient to simply shut the door.

Please see appendix 2 for further entry and exit protocol

## HEATING

There is a new boiler in the toilet – please do not touch any controls. All control is via a thermostat on the wall upstairs (under the clock). The heating should come on automatically. You do not need to turn on or off. If for any reason, it is too cold on arrival, you can BOOST the heating on the thermostat upstairs. Press BOOST once for one hour, twice for two hours etc. Then press OK. Please do not press any other buttons or settings.

**CCTV**

There is a monitor for CCTV on the main exhibition room desk. Please turn on using the far right button under the screen. This will allow you to monitor movements in the hall, stairs and theatre areas, from the desk**. Please tun the monitor off each night when leaving**

**For the Full CCTV Policy please see the document in the Members Area under Club Documents.**

**SAFE ROOM**

Both kitchen doors downstairs can be locked to provide a safe place, if anyone feels threatened. It is very unlikely to be needed, but could be used in exceptional circumstances

**Panic Button** - there is a panic button in the downstairs kitchen. In the corner, between the two lockable doors. There are two red buttons, which need to be pushed down simultaneously. This will set of the ALARM, and hopefully scare off any individual causing problems. If not, PLEASE call 999.

To turn of the alarm, use the entry keypad, using the same entry alarm code number **(0981)**

**LONE WORKERS – PLEASE READ THE FULL LONE WORKING POLICY ON THE WEBSITE IN THE MEMBRS AREA UNDER CLUB DOCUMENTS**

**POSTERS**

**T**he two poster holder on The Warren accept up to A2 size and are clipframes.
These are available for you to advertise your exhibition and to get visitors in the door – make them big, clear and inviting!

There is one A3 size poster holder to the right of the Westcotts Quay door.

There are also various A4 poster holders for internal use..

The A1 poster holder on Westcotts Quay is for theatre use only. Please do not use or cover with your own posters! If you wish to provide your own A-Stand or similar to go on Westcotts Quay please do, but this will be your responsibility to bring in each night.

**Please do not Sellotape/Tape or stick posters on the outside of the transparent plastic or anywhere else.**

**SIGNS**

There are two 'Gallery Open' signs for The Warren doorway – these need to be set up and taken back in each day. They simply clip onto the holders on the door frame. They will assist in getting visitors into The Warren doorway

**KITCHEN & GENERAL**

Please keep clean, wash up and put away anything used.

**PLEASE do not turn off or unplug any appliances or stopcocks**

## SALES

Most sales are paid for via the Sumup machine.
A**ll exhibitors must use our point of sale (Sumup) machine** – **not your own**.
The card machine charges 1.6% and the club covers this cost, i.e. we still pay 70% of the sales price to the hirer.
It is therefore in your best interest to use our machine, plus it helps with our own finances and analysis.

It is quite simple to use, but if you need guidance please speak to the outgoing exhibitor.
Please see appendix for Sum up instructions.

The new machine is linked to the Wi-Fi and is mostly instant and dependable. If the sale does not go through it cancels the transaction.

We provide a black cash box with a small float (£25/£30). **Please avoid cash sales** if possible.

There is a sales sheet to record sales – these are kept in the Blue Exhibition Folder along with these instructions. Please use this for all sales and once finished POST in the internal post-box, (hall windowsill) with any cash proceeds in an envelope or bag – leaving the float amount in the cash box.

The club will provide bubble wrap and bags on site.

**Bubble wrap is for sales only, not for wrapping exhibitor's artwork to take home at the end of their exhibition.**

## RECEIPTS

An Arts Club handwritten hard copy receipt can be given to customers, if required.
Alternatively, an e-mail or text can be sent via the Sum Up machine.
Hand the sumup machine to the customer, to input their email/phone details to provide an electronic receipt.

## CLEANING

The Arts Club employs a cleaner (Jo Grant) but it is expected that all members will keep the exhibition room clean and tidy, during and after your exhibition.

## FINALLY

**The Hallway, Stairs and Toilet access must always be clear.**
**If you need assistance or have any questions, the contacts are;**

**Chris O'Reilly: chrisoreillyart@gmail.com – 07715 409518**

**Steve Litherland: swmlither@btinternet.com - 07798 564121**

**Jo Grant: jo_grant37@hotmail.com – 07399 744745**

**APPENDIX 1**

**SUM UP INSTRUCTIONS**

1. On the Sumup Machine - enter the charge amount (minimum £1.00)
2. Tap "Charge".
3. When "Tap or insert card" appears, prompt your customer to pay by either tapping their card to the screen or inserting in the top card slot if over £100. Phone payments can now tap for a much higher amount.
4. Sumup will confirm the success or failure of the payment.

**PLEASE ENSURE THAT THE PAYMENT HAS BEEN SUCCESSFUL, IF NOT REPEAT THE PROCESS OR INSERT CARD AND REQUEST A PIN NUMBER**

Provide a receipt

1. After completing a sale, choose between sending your receipt by SMS or email on the transaction confirmation screen.
2. Enter your customer's contact details and confirm with the tick.
3. A confirmation screen will appear. Tap "Done" to finish.

**APPENDIX 2**

Entry

1. Enter through the black door from The Warren with key provided or lockbox code 1890
2. Alarm:  White plastic box at foot of stairs. Flip down white cover - Turn off code 0981
3. Replace key in lockbox immediately – do not put in your pocket!
4. Exhibition Room Code – CX2468
5. Heating: should be set automatically.
6. Lights: there are two sets of light switches for exhibitions – both on the right wall as you enter the room.

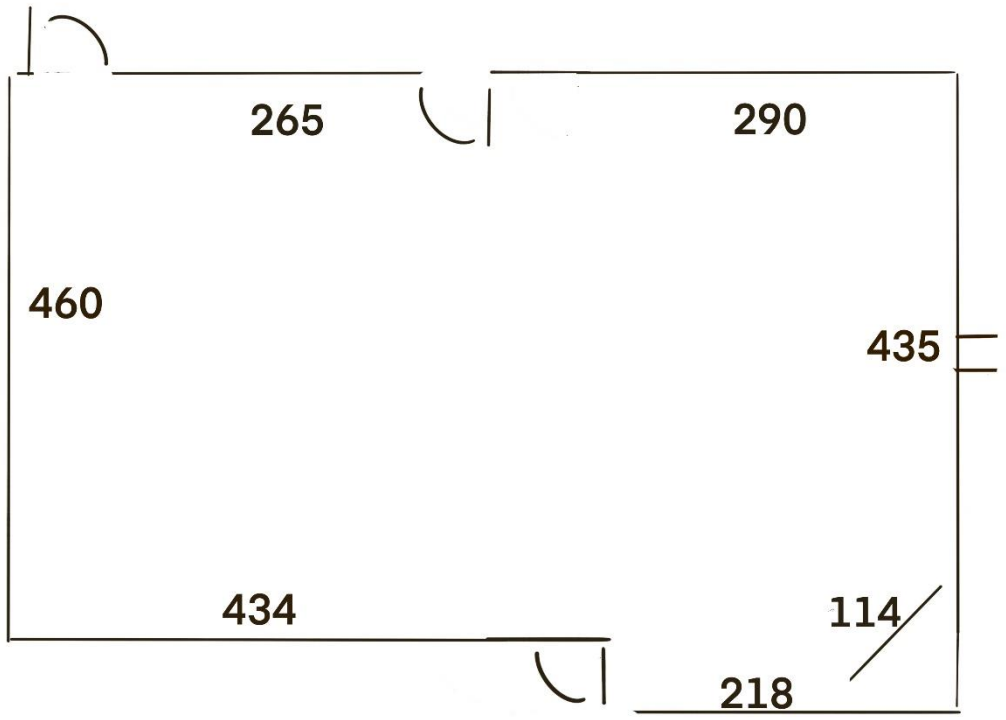
Exit

1. Ensure the Westcotts Quay doors and Exhibition Room doors are locked
2. Turn off all lights
3. Bolt internal kitchen door to hallway and exit through the exhibition room.
4. Set Alarm:  code 0981 then press the FULL (top right)  button
5. Exit to The Warren – Double lock the door with the key, **do not just close it behind you**.
6. Return key to Lockbox if that is the one you have used (1890)

**APPENDIX 3**

**Arts Club – Exhibition Room Plan**

**All sizes are in centimetres**



| DATE | CARDS, PAINTINGS, BROWSERS, PRINTS | ARTIST | CASH | DEBIT/CREDIT CARD PAYMENT | STEWARD | |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |