

Gibberd GALLERY

Harlow
Art
Trust

Gibberd Gallery
Civic Centre
Water Gardens
Harlow
Essex
CM20 1WG

gallery@harlowarttrust.org.uk
www.gibberdgallery.co.uk

Registered Charity: 212559

Data Sheet for Window Exhibits

Harlow Art Trust has one window area available for small exhibitions this is to the right of the main sliding doors at the Civic Centre in the Water Gardens.

The window space is approximately 12' long x 7' 6" wide with glass on three sides and a wall on the fourth.

You would be able to use 3 small easels or plinths which are subject to availability.

We would appreciate images prior to set up.

The display should be installed between 1pm and 4pm on the first Monday and removed between 9am – 12pm on the last Monday.

The window area is kept locked but you will need to have your own insurance cover on all of your exhibits.

Details of your exhibits can be displayed typed in A4 acrylic stands detailing your work, price list and contact information.

Any work sold will be subject to 15% commission charge.

Cost £30 (£15 per week) payable in cash or cheque made payable to Harlow Art Trust on/by installation date.

If you require any more information or would like to book the space please call 01279 446404 or email the above. Or you can fill out form on reverse and bring to the gallery.

Booking request form for window exhibits

Name:

Telephone:

Email address:

Artwork media:

Website:

Short statement about artwork or exhibit:

Dates or month preferable for exhibit and length of rent (2weeks or 1month):
Please provide the approximate dates or month you would aim to exhibit in the windows.

Any additional information:

Please hand in to the Gibberd Gallery and we will return via email or phone as soon
as possible.