

# **GALLERY TWO – Guidelines, FAQs and Gallery Layout**

Gallery Two is an exciting new space at The Harris where anyone can apply to put on an exhibition or display. We welcome ideas from individuals and groups who will help create an exciting and varied programme with The Harris to appeal to our diverse visitors. This could include all forms of art, historical items, collections and more!

Successful exhibition proposals will be selected by the Harris' Programme Advisory Group – a group of nine people who represent Preston's local community and the following backgrounds:

- Young people.
- People from different employment backgrounds.
- People with young families.
- Local creatives and learners.
- People from underrepresented backgrounds. For example, people from an ethnic minority, people with disabilities or LGBTQ+ Individuals
- People who are acting as local community representatives.

To express your interest, you will need to complete a Gallery Two exhibition application form, this will be available online and a paper version will be available to collect at the Harris Welcome Desk.

To learn more about how exhibitions or displays are selected and how to fill out this form, please read the Gallery Two application form guidelines.

## **Gallery Two Application Form Guidelines**

Please complete all of this form. Any missing information may impact the success of your application. If you need help completing this form, please contact us on [gallery2@preston.gov.uk](mailto:gallery2@preston.gov.uk) and we will be happy to help.

The Harris and the Programme Advisory Group has one criterion for applications:

**You live in the North West of England OR can demonstrate a personal connection to Preston.**

Within this criterion, anyone can apply to exhibit in Gallery Two and we are open to all proposals. The Programme Advisory Group are particularly interested in exhibitions that...

- Are thought-provoking and original

- Are interactive and engaging
- Demonstrates community and shared experiences
- Represents the cultural and creative diversity of the North West

**Application forms for Gallery Two can be completed online at [www.preston.gov.uk](http://www.preston.gov.uk) or this document and paper copies will be available from The Harris. Please return completed paper forms to the Harris' Welcome Desk or email to: [gallery2@preston.gov.uk](mailto:gallery2@preston.gov.uk)**

## **Frequently Asked Questions**

### **When can I submit my exhibition proposal?**

We have 2 submission dates per year usually one in the spring and one in the autumn. We programme 4 temporary exhibitions per year in Gallery Two, sometimes we plan a year in advance.

### **When will my application be looked at?**

We will review the submissions with the Harris' Programme Advisory Group, at meetings which take place 6 times per year. You will then be contacted outlining the decision within 10 weeks of the submission deadline.

### **If my exhibition is successful, when will it open to the public?**

There are two programming slots to fill:

- **17<sup>th</sup> October 2026 – 10<sup>th</sup> January 2027**
- **Saturday 23<sup>rd</sup> January 2027 – Sunday 11<sup>th</sup> April 2027**

The Harris team will be in touch with you to discuss which slot is the best fit for you and your exhibition.

### **What if I have questions about my proposal?**

If you can't find the answer to your questions in this guidance, please contact us at [gallery2@preston.gov.uk](mailto:gallery2@preston.gov.uk).

### **Is there help available for me?**

We can help with your questions if you can't find the answers in this guidance. We can support you with the design, installation and marketing of your exhibition but the costs of producing the work and making it display ready will be your responsibility. We can help you with putting your exhibition up and taking it down.

### **Will there be any financial support**

You will not get paid by the Harris if your application is successful. For individuals and groups who would like to apply for funding to support their exhibition, we may be able to help with a letter of support. Please allow up to 1 month before your funding application deadline to arrange this.

### **Can I sell what I'm displaying?**

Every applicant has the option to sell what they are displaying. All items must remain on display until the exhibition closes.

The Harris will take a 30% commission, please keep this in mind when pricing your work/items. For example, if your work sells for £30 you will receive £21. Payments will be made directly to your chosen bank account by Preston City Council after the exhibition closes.

### **Will my work be insured?**

We will take every care to ensure the safety of all artworks whilst they are in the Harris. However, the Harris does not take responsibility for any loss or damage and does not provide insurance cover as standard for any artwork entered in the exhibition. If you would like further information please contact us and if you are interested in getting your own insurance, then you can find out more about this here:

[Improved insurance policy for a-n members « a-n The Artists Information Company](#)

And here: [Public Liability Artist Insurance FREE with AUE Membership!](#)

# Gallery Layout

We also have a temporary gallery wall system giving an additional 12m (approx.) of hanging space.



