

Expression of interest in
HIRE OF GALLERY SPACE (dm21)

Thank you for your interest in staging your exhibition at designermaker21.

We are a vibrant community of makers, working to showcase arts and crafts in the region. An established part of the Diss and South Norfolk community, we are open to the public 3 days a week on Thursdays, Fridays, and Saturdays, all year round (10-5pm).

We comprise resident Makers' (who work in their open studios 3 days each week), alongside Associate Makers' whose work is displayed in our galleries and Fixed Term Residents who become temporary members for a 3 month period. We also have a Showcase Gallery, exhibiting local artists' and craftmakers' work who hire the space for a 3 month period. The combination of having Members, Associate Members, a rotation of Showcase Artists, new Fixed Term Resident Artists every 3 months and a calendar of exhibitions ensures that visitors to dm21 always have new work to see. We regularly run workshops and host 'Have a Go' days twice a year.

Each year we host our own open "Summer Exhibition", show the work of the 'A' Level students from Diss High School (at the end of the school year), and host the Saori Weaving exhibition each Autumn.

This year an average of 473 people each month (first 6 months of 2025) has come in and visited us in our heritage building. Most visitors spend quite some time visiting all that we have to offer and the most common comment we hear is "what a hive of creativity!"

We have an active marketing policy with frequent social media posts profiling our members and guests, highlighting our news, featuring upcoming exhibitions and workshops, our guest makers and more. Please follow us on Facebook or Instagram @designermakers21.

We would be happy to answer any questions you may have or show you round our exhibition areas and chat more about the possibilities for your exhibition. Please contact Kim via email - gallery@designermakerscio.org.uk to set up a meeting/chat
Sincerely,

On behalf of the designermakers21 Team

Gallery space - dm21Gallery

Room Dimensions: 4.7m x 4m

Hanging system: Stas system to hang 2D work.

No screws or bluetak may be used directly on the walls. Small nails are possible

Whitetak must be used to display title label.

Variety of plinths are available to use for 3D work.

Hire period:

Set up: to take place on a Wednesday between 1- 5pm and Thursday between 10 - 5pm.

Time to be agreed in advance with gallery@designermakerscio.org.uk

2 weeks (min). Wednesday 1pm to Wednesday 12pm.

Set up Wednesday from 1pm.

Break down Wednesday before 12pm.

Hire Cost:

£100 for the first week, £50/week thereafter, minimum 2 week booking.

To be paid on booking.

Cancellation Policy:

A refund of 50% can be made if a cancellation is made more than 14 days before your booking commences. Beyond this point no repayments will be made.

Labelling:

All exhibits **MUST** be clearly marked with the title, name of artist, media, and price. This is **IN ADDITION** to labelling on the wall or on pedestal (ie each item should also be labelled on the back/bottom as well as on the wall)

We cannot be held responsible for errors if pricing and artist/maker details are not clearly marked on the item.

Labelling; labels to be placed on the batons, not on the wall so no damage is caused. All labels must state 'exhibition' on them to make it clear for the volunteers to record sales receipts. Exhibitors will provide a list of works for sale, Spreadsheet template provided for this, please email at least a week before your exhibition.

Commission charged:

designermakers21 will handle all sales. A 20% commission will be charged + a 3% charge for credit card transactions where applicable.

You will receive an account of sales shortly after the end of your exhibition.

Publicity:

Advertising exhibitions are the joint responsibility of the exhibitor and designermakers21. designermakers21 will advertise all exhibitions on our website, social media (over 5k followers), in house (posters and flyers) and via the newsletter. Exhibitors are expected to actively promote their exhibitions through social media/email/flyers etc.

Exhibitors will be provided with a template for creating posters/flyers with the designermakers21 strap line. Digital copies will be provided to the exhibitor to share with their networks.

When advertising exhibitions, please note designermakers21 is spelt in lower case, and as one word. Please tag our social media accounts @designermakers21 in any posts so we can share them with our audiences.

Set up and break down:

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Insurance:

All Hirers must have their own public liability insurance and insurance for their own work. designermakers21 accepts no liability for the work shown in the gallery.

Opening hours and stewarding:

designermakers21 is open to the public every Thursday-Saturday between 10.00 - 17.00. We have makers and volunteers on site so you are not expected to steward your event, however many visitors enjoy meeting the Artist/Maker and we encourage you to be present where possible/desired. We find that Makers sitting within the gallery and working (we can provide a table and chair) often gathers interest from our visitors and passers-by. This space has the advantage of being visible from the road so even when we are closed your work can be seen.

Private View arrangements:

You are welcome to hold a private view on a Saturday any time between 11-4pm, during your hire period.

Please supply your own refreshments and set up and clear up after the event.

Glasses are available to use. Any spillages must be made good to the standard at which you took hire of the gallery.

After take down please leave the space as you find it.

Gallery space - ELEPHANT ROOM GALLERY

Room Dimensions: 4m x 4m

Hanging system:

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Hire Cost:

£50/week - min £100

Cancellation Policy:

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Exhibition Space Use:

The exhibition space is sometimes used for non intrusive or messy workshops or pop ups while there is a 2D exhibition hung on the wall. This encourages more visitors into the space. If work is 3D on plinths we are mindful of the use.

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