

Stitching Stories: Making Common Ground exhibition – Saturday 14 October to Sunday 26 November 2017

- **Monday 9 - Friday 13 October** - exhibition take-down and set-up.
- **Monday 9** - take down Art Club. All work collected by 1pm. Start to take down panels in preparation for agreed layout for incoming exhibition. Artwork can be delivered after 1pm if necessary put preferred delivery would be Tuesday/Wednesday.
- **Tuesday 10** - complete layout for incoming exhibition - panels, cases and plinths. Art work can be delivered to City Space from **9.00am** when the Library opens. There is a loading bay available on the right as you enter the **Jewry Street** short stay car park just passed the disabled parking. **MB** to take delivery of artwork, and with additional staff member, assist with unloading and securing work in City Space. **MB** to complete T&C paperwork or loan forms when work is delivered to site. City Space contact number is **01962 873 610**.
- **Winchester Discovery Centre** address - Jewry Street, Winchester, **SO23 8SB**.
- Vehicles delivering work will be able to stay in the bay to unload but if required to stay beyond the time taken to unload may be required to move to a bay in the car park.
- **Wednesday 11 - Friday 13** - delivery of any remaining artwork. **MB** and additional member of staff to complete gallery layout and hang with artists if available or to an agreed pre-arranged layout. Complete catalogue and/or labels, number artwork if required for catalogue.
- Staff will be available throughout the set-up period from **9.00am – 6.00pm each day**. If exhibitors wish to be on site earlier, as indicated above, I can be there from 9.00am but the gallery can be accessed from **8.30am** if required. I will need to be notified in advance as the Discovery Centre doesn't open to the public until 9.00am.
- **Saturday 14 October** - 10am, exhibition opens to the public.
- **Monday 27 November** - exhibition take-down and collection, preferably between **9.00am** and **1.00pm**. If you have any difficulty with any of the above dates and times let me know and we can discuss alternative arrangements.