

# Terms and Conditions and Guidance Notes for Art Exhibitors and Open Studios

**Venue:** Sports Hall, Lindfield Primary Academy  
**Open to Public:** Saturday, 22<sup>nd</sup> and Sunday 23<sup>rd</sup> September  
10.00pm – 5.00pm

- Artists may also hold Open Studios during the weekend (see Insurances below)
- Your space can only be reserved when your payment has been received.
- **Set up and Take down:**
  - Artists should be available to hang their work on **Friday, 21st September from 5pm**. Artists to take down their artwork on **Sunday 23<sup>rd</sup> September between 5pm – 6pm**
- If you are unavailable then, it may be possible to gain early entry on the Saturday (to be confirmed).
- **Please note:** all artists will be allocated a 2-hour slot in the hall over the two days to invigilate/take money for artwork sold (see 13 and 14 below)

## **Registration Fee:**

- A registration fee of £30 is charged for one board measuring 1m wide x 2m high, or £50 for two boards next to each other (2m wide x 2m high total).
- A registration fee of £20 covers Open Studios. This also covers charges that the Festival (a charity) incurs. These include: venues, hire of display boards or tables, public liability insurances, festival operations, full advertising/marketing under the Festival Promotional Campaign etc.
- Once your application has been confirmed it is only secure for 14 days when we must receive payment. If payment is not received in 14 days, we cannot guarantee your booking.
- If paying by BACS, please put LAF Art as a reference.
- **Bank Details:**  
**Account Name Lindfield Arts Festival**  
**Sort Code: 401165**  
**Account Number: 20032646**

## **Guidance Notes**

- There will be no commission payable on sales.
- You warrant that the work will contain nothing obscene, blasphemous, libellous or otherwise unlawful and will not infringe the copyright or any other rights of any third party – the curators have the right to remove any work which does not comply.

- Please also be mindful when selecting work that this is a family event with the exhibition in a Primary School and work should not contain anything that is not suitable to be viewed by children.
- You warrant that you are either the sole owner of the copyright of the work and all items comprising the work, or you have written permission of the owner of the copyright of the work to be used in this exhibition and for its use by Lindfield Arts Festival and the use of any photographs of the work, or part of it, as we see fit in publicizing the exhibition.
- Risk assessments must be provided if requested.
- Artists may display business cards, leaflets etc. and there may be a few tables available for work – please indicate if this is of interest.
- We reserve the right to cancel or alter pitch placements.
- Artists should be available for invigilation over the weekend. There will be 2 artists on duty for invigilation at all times in two-hour slots over the weekend. A rota will be drawn up by the arts team – **please let us know if there are any days/times you are not available.**
- Artists who are present over the weekend should deal directly with customers. For others, we will operate a sales desk system with an envelope for each artist. When a piece is sold, details will be put in the envelope, together with the money and details of the person purchasing the work. Details of people interested in commissioning work will also be noted in the artist's envelope. All work should remain in situ until the end of the Festival, and each artist is responsible for organizing delivery/collection of sold work.
- Your images, name and website details will appear on the Festival website.
- All packing materials and rubbish should be removed by exhibitors from site.
- Please ensure you promote your workshops amongst your contacts (see notes in General Guidelines on marketing)

Please contact the following if you have any queries:

[enquiries@lindfieldartsfestival.com](mailto:enquiries@lindfieldartsfestival.com) Please put **ART** in the subject box.