



9th and 10th June 2017

Art Fair Terms & Conditions for Exhibitors

VENUE	Uckfield Civic Centre, Civic Way, Uckfield, East Sussex TN22 1AE
SET UP	Friday 9 th June from 12 noon-3pm
LAUNCH PARTY	Friday 9 th June 7pm-9pm
OPEN TO PUBLIC	Friday 9 th June 3pm-9pm including Press Opening and Launch Party & Saturday 10 th June from 10am-5pm
TAKE DOWN	Saturday 10 th June at 5pm prompt

1. The Bridge Arts Fair is open to local artists, photographers, crafters, jewellers, photographers and sculptors, amateur or professional, working in any medium.
2. Space will be allocated to artists at the discretion of the Bridge Arts Committee and will vary according to the number of artists, venue space and size of work.
3. Display boards are 2m high x 1m wide Velcro panels and artists may request 2 or 4 boards.
4. Work may be hung on display boards or suitable for floor or table display.
5. The fee for membership of BAIU is separate from any event fees. Artists and makers not wishing to exhibit at the BA fair in June may still be members and pay the £10.00 fee and submit images for the website.
6. **The fee for the 2017 Bridge Arts Fair will be £50 for a 4m board space and £40 for 2m board space, £10 of which will be the membership fee. All exhibitors will have to be members of Bridge Arts in Uckfield.**
7. All work must be clearly labelled using a template to be provided by Bridge Arts, showing artist's name, title of work, medium and price.
8. An artist biography template will also be available, to be displayed with the work.
9. All work must be appropriately and professionally presented. Paintings exhibited should be framed (if not on canvas). Mounted pictures in a portfolio need to be sealed in a cellophane pocket. Everything should be clearly priced including cards.
10. Please ensure that the work is your own. If you have used another artist's work, tuition or photography as your inspiration please credit them accordingly.
11. All work must be hung or placed safely and securely by the artist, at a time and date agreed with the venue organiser. Hooks are available which work on a Velcro backed board adhering to the exhibition board. If you wish to supply your own hanging system please ensure this will not damage the boards. Blotak is not allowed.
12. Items or facilities borrowed or used during the exhibition must be returned complete and undamaged or the artist will be asked to pay for repair or replacement of the item.
13. You also warrant 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.
14. Allocated space will be reassigned if work is not hung by the venue deadline. No refund will be made.
15. All work is submitted entirely at the artist's risk and should be insured as appropriate. All members will be added to Bridge Arts SAA membership list and be covered by this. Organisers **do not** accept liability for loss or damage, although all efforts will be made to take due care of the exhibition pieces.

16. An artist's biography (maximum 60 words in sentence case) and up to three representative images (submitted as JPEGs not exceeding 500kb in size) to feature in the catalogue and on the Bridge Arts website – one will be selected for the brochure by our designer. Please email your artist's biography and images directly to Bridge Arts Coordinator Helen Preston helenpreston22@icloud.com by **April 7th 2017**. We include to artists' websites, Facebook, Twitter and/or contact details if provided. Bridge Arts committee reserve the right to edit bios that exceed the required length.
Artists' images may be used in other Bridge Arts marketing material such as posters and flyers.
17. During the Fair work should remain in place until the event closes unless it is necessary to be taken at the time of purchase. Delivery of sold work to buyers is the responsibility of the artist. If artwork is taken at time of purchase the artist must be able to replace it with another artwork to maintain the display.
18. Work must be removed immediately after the close of the exhibition at 5pm Saturday June 10th.
19. A Bridge Arts Press Opening and Launch Party will be held on June 9th from 7pm-9pm at the Uckfield Civic Centre where all artists can meet with the public and invited guests.
20. All artists are strongly encouraged to be present when possible during the exhibition to talk to visitors and if space permits, work "in residence".
21. Artists will be in charge of their own sales during the exhibition and should arrange for someone to make sales for them if they cannot be present.
22. Bridge Arts do not charge commission on sales so that exhibitors may keep their full sales income.
23. Artists will also be encouraged to attend the Artists Briefings prior to the Bridge Arts Fair and to assist the committee wherever possible, including help publicising the Bridge Arts Fair. We will be doing our best to market the event but please help us by:
 - adding a link to your website/blog
 - emailing your contacts with the website link www.Bridge-Arts.org
 - tweeting with [@Bridge_Arts_](https://twitter.com/Bridge_Arts)
 - commenting on Facebook
 - passing on the brochures and flyers to all your friends, family and contacts. Brochures and flyers will be available for collection and distribution nearer the time.
24. Entrance fees are payable **by 10th March** and cheques should be made payable to **Bridge Arts** and sent to:
FAO Bridge Arts,
Uckfield Framing Company,
6 Riverside, Brambleside,
Bellbrook Business Park,
Uckfield, TN22 1QQ.
OR by BACS to Bridge Arts. Bank sort code: 40-20-06, Account Number: 82191539. If in doubt please contact the treasurer; tessiecrakit@btinternet.com
25. Enquiries and information should be directed to Annie Mills anniemills99@yahoo.co.uk or Tim Benians (07711 894900) tim@benians.biz.

I agree to abide with the Terms & Conditions as stated above.

Name

Signature

Date



9th and 10th June 2017

Exhibitors' Registration Form

Please complete this form in BLOCK CAPITALS providing as much detail as possible so that we can cater for your requirements and then return along with the Terms & Conditions and your fee to: FAO Bridge Arts, Uckfield Framing Company, 6 Riverside, Brambleside, Bellbrook Business Park, Uckfield, TN22 1QQ.

Basic Information *If entering as a group please supply details of the individuals in the group on a separate sheet.*

Name of Artist: _____

Contact email: _____

Facebook: _____

Twitter: _____

Contact phone number: _____ mobile _____

Website: _____

Medium of work: _____

Display Requirements

The following items will be available to exhibitors: please indicate quantities required or select options. Five Velcro hooks are to be supplied by Bridge Arts with further hooks available to hire at £1.00 each. These need to be ordered in advance. Please consider the number of hooks you will need for your stall, taking into account large and heavy objects and enter the number required on this form.

1 Boards	4m of display board space (display board = 2m high x 1m wide) or 2m of display board space (display board = 2m high x 1m wide)	4	2
2 Hooks	Velcro hooks to be used with display boards. Please state quantity		
3 Tables	Two sizes of table are available, either a large 6ft long table or a small 2ft square table, which fits the 2m display space.	2 foot square	6 foot long
4 Power	Power point	Yes	No
5 Chair	Each stall will have a chair		

Please let us know your requirements in good time so that we can try to accommodate your needs. Please understand that all items have a limited supply and so we cannot guarantee that requested quantities can be met though every effort will be made.

Can you offer a workshop or event this year? It is an opportunity to showcase your work and is an enjoyable part of the Fair. Small charges can be made for supplies, but usually donations cover expenses. This information will be added to the brochure and website.

Are you able to help with promoting the Art Fair and children's competition at the Farmer's Market on 6th May, 9am -1pm? yes / no

The 60 word artist's bio and three images of your work need to be with Helen Preston by **April 7th** at helenpreston22@icloud.com. See T&Cs above and our website www.Bridge-Arts.org for further details: