

Reading Charity Art Fair - 25th to 27th October 2019

Organised by the Rotary Club of Reading Maiden Erlegh

Leighton Park School, Oakview, Pepper Lane, Reading RG2 7DG

Preview: Friday 25th October 7 – 9.30pm.

Public viewing: Saturday 26th October – 10am to 5pm. Sunday 27th - 10am to 4pm

TERMS AND CONDITIONS FOR THE DISPLAY OF CERAMICS & SCULPTURES

You will be able to display your work on a table 6ft x 2ft (to be provided by us) or on the floor in the case of large sculptures. Prices are set out in the 'call for entries'

Delivery, Set up and Collection of Ceramics and Sculptures

The ceramics and sculptures submission form attached must be completed indicating title/material used and the selling price and handed in when you deliver your exhibits as **early as possible between 9 am and 1 pm on Friday 25th October**. Please make sure that you put your name, address and telephone number on the form. Please keep a copy for your own reference. This form is used by our sales team to record sales of ceramics. You will need to set up your display **by 3 pm at the latest**, remembering to clearly label each piece.

Artists booking ceramics or sculptures tables are advised to bring a white cloth to cover the basic tables used to display works. You will need to collect unsold pieces on **Sunday 27th October after 5 pm and before 6 pm**. There will be no entry to the exhibition hall between 4pm and 4.30pm on Sunday 27th October whilst preparations are being made for the collection of works of art.

Labels

Please mark each piece showing your name code, price and the number of the piece. A small sticky label can be used for this. The number of the piece corresponds with the details on the entry form, e.g. John Brown would mark his pieces JB 1 £40, JB2 £45 and so on. **Please make sure that EVERY piece is clearly marked and details correspond with the ceramics & sculptures submission form.**

Sculptures

All sculptures will either be displayed on shared tables or directly on the floor where large items will be exhibited. All sculptures will be labelled by catalogue number and fully detailed in the catalogue in exactly the same way as artworks. If the item is one of a limited edition where more than one piece is available then we must be supplied with a list of the title and the edition number of each item. All limited-edition items must clearly indicate that they are part of an edition of xx items and there may be some variation between pieces in the same edition (where xx is the total number of items).

Insurance

Exhibits are not insured by us so we strongly recommend that any item with particular value should be insured by the exhibitor.