

# Reading Charity Art Fair 25<sup>th</sup> to 27<sup>th</sup> October 2019

Organised by the Rotary Club of Reading Maiden Erlegh

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

Preview: Friday 25<sup>th</sup> October 7pm - 9:30pm

Public viewing: Saturday 26<sup>th</sup> October - 10am to 5pm and Sunday 27<sup>th</sup> - 10am to 4pm

## GENERAL TERMS and CONDITIONS

**Artworks and individual items of ceramics, glassware and sculptures** - Entry forms, together with the appropriate fee (detailed on the entry form), must be returned to the Secretary no later than 1<sup>st</sup> October 2019. Exhibition space is limited to approximately 400 framed artworks and entries may close before the closing date when this number is reached.

**Table bookings – (ceramics, glassware and sculptures)** - Entry forms together with the appropriate fee must be returned to the Secretary no later than 18<sup>th</sup> October 2019. Where a table has been booked, artists must provide an itemised list of ceramics, sculptures etc. when the items are delivered for the show. This list will be used to record sales of items. Instructions regarding labelling etc. will be sent separately to all artists booking tables.

**Payment for entries** - Must be made by cheque at the same time as submission of the entry form. Cheques should be made payable to The Rotary Club of Reading Maiden Erlegh. The entry fee is non-refundable even if an item is not delivered for exhibition or is withdrawn. There is a minimum charge for entry of £10.

**Profile Package** Artists may choose to have all their paintings or sculptures displayed together with a C.V. profile, a personal photograph or a photograph of a piece of their work. There is an additional fee of £10 for this. Following acknowledgment of the entry form, artists requesting a profile package will be asked to email the Secretary with a brief description of themselves and their works of art - not exceeding 150 words. Photographs should be in jpeg image format. These will be displayed in a standardised layout - A4 size and laminated alongside the artwork.

**Hung and folio paintings, individual items of ceramics, glassware and sculptures** - These must be the original work of the entrant. They must be labelled on the reverse side with the artist's name and address along with the title, medium and price. Items not for sale are to be labelled NFS. Once entry forms have been submitted no change of price is permissible. The Exhibition Manager may permit an alternative item to be exhibited where a previously entered item has been sold prior to the exhibition. All paintings should have hooks and eyes, taut cord and be ready for hanging. No clip frames are permitted. Folio paintings should be mounted and covered with cellophane or film and labelled in the same way as hung items. Folio paintings will be displayed in racks.

**Care of items** - Whilst reasonable care is taken with all items submitted for exhibition, the organisers cannot accept any responsibility for loss or damage however caused. If you wish your works to be insured this is entirely your personal responsibility.

**Display of Items** - The organisers reserve the right to display any items at their discretion and may not necessarily group any artist's work together. The organisers also reserve the right to reject any item for whatever reason on delivery and return the appropriate entry fee.

**Sales commission** - A commission of 25% will be deducted from the sale price of all items sold and no item displayed may be sold directly by the artist without payment of commission. Where an artist undertakes a commission for a client who makes initial contact at the Reading Charity Art Fair, the artist agrees to pay a commission of 25% of the sale price to the Rotary Club of Reading Maiden Erlegh on completion of the client's commission.

**Delivery and collection of artworks, ceramics and sculptures** - Delivery of items must be made to the exhibition hall at Leighton Park School, Oakview, Pepper Lane, Reading, Berkshire, RG2 7DG **as early as possible between 9 am and 1 pm on Friday 25<sup>th</sup> October**. Collection of unsold items is **between 5 pm and 6 pm on Sunday 27<sup>th</sup> October**. No item may be removed from the exhibition prior to this time, whether sold or not, other than in exceptional circumstances and only when approved by the Exhibition Manager. Sold works will be removed from display by the official stewards for collection by purchasers. Unsold works will be removed from display by artists **after 5 pm on Sunday 27<sup>th</sup> October**. All works, both sold and unsold, must be checked by the collection officers at the end of the exhibition prior to removal from the hall. Any item not collected at the end of the exhibition will be stored by the Secretary and a fee of £5 per week or part week per item will be charged. Collection of any stored works must be arranged with the Secretary in advance of collection. Note the exhibition hall will be closed to everyone **between 4 pm and 4.30 pm on Sunday 27<sup>th</sup> October** in order that sold artworks can be gathered by the stewards for collection by buyers and preparations made for artists to collect unsold works.

**Sale of artworks** - Purchasers will be required to pay the sale price in full at the time of purchase. Payment may be made by debit or credit card or cash. Hung items which are sold may only be collected **between 4:30 pm and 5 pm on Sunday 27<sup>th</sup> October**, unless the circumstances are special and only then with the agreement of the Exhibition Manager. All other items may be removed on payment.

**Warranty** - The Rotary Club of Reading Maiden Erlegh acts only as agent for the individual artists and cannot accept any responsibility for the quality, description or any other matter in connection with any purchase. Items are sold as seen and any queries must be resolved with the individual artist. Once items are purchased no refunds can be made.

**Judging and awards** - All entries will be judged by our experienced judging panel and certificates will be awarded for the best entry in each section with runners-up receiving commendations. Winners will be announced at the evening preview event on Friday 25<sup>th</sup> October.

**Photography of exhibits** – Please see the statement at the bottom of the entry form about permission to use photography of your exhibits. If you **do not** want your exhibits photographed, please tick the box.

**The Exhibition Secretary, 7 Reading Road, Woodley, Reading, Berks, RG5 3DA**