

## TERMS AND CONDITIONS FOR THE DISPLAY OF CERAMICS & SCULPTURES Reading Charity Art Fair - 29<sup>th</sup> to 31<sup>st</sup> October 2021

The Reading Charity Art Fair is organised by the Rotary Club of Reading Maiden Erlegh and will be held at Leighton Park School, Oakview, Pepper Lane, Reading RG2 7DJ.

**Preview: Friday 29<sup>th</sup> October 7 – 9.30 pm.**

**Public viewing: Saturday 30<sup>th</sup> October: 10 am to 5 pm and Sunday 31<sup>st</sup>: 10am to 4.30 pm.**

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 entry form.

### **Delivery, Set-up and Collection of Ceramics and Sculptures.**

You should deliver your exhibits between 1 pm and 4.30 pm on Thursday 28<sup>th</sup> October or up to 12 noon on Friday 29<sup>th</sup> October. You must also supply a ceramics and sculptures submission form with your entry. This is available at [www.readingcharityartfair.org](http://www.readingcharityartfair.org) (see links at the right-hand side of the Conditions of Entry page). It indicates the title, material used and the selling price for each exhibit. Please make sure that you put your name and telephone number on the form and keep a copy for your own reference. This form is used to record sales of ceramics and sculptures. You will need to set up your display **by 3 pm on 29<sup>th</sup> October at the latest**, remembering to clearly label each piece.

Artists booking ceramics or sculpture 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 31<sup>st</sup> October after 5 pm and before 6 pm. There will be no entry to the exhibition hall between 4 pm and 4.30pm on Sunday 31<sup>st</sup> October whilst preparations are being made for the collection of artworks.

### **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 name code of the piece corresponds with the details on the entry form, e.g. John or Jane Brown would mark their pieces JB1 £40, JB2 £45 and so on. **Please make sure that EVERY piece is clearly marked and details correspond with the ceramics and 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 should be labelled with the item number (as in the paragraph above). If the item is one of a limited edition where more than one piece is available then a list must be provided to us with 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.

### **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 exhibit photographed, please tick the box.

**Please read the General Terms and Conditions which are available at:**

[www.readingcharityartfair.org](http://www.readingcharityartfair.org) (see links at the right-hand side of the Conditions of Entry page).