

GENERAL TERMS and CONDITIONS

Reading Charity Art and Craft Fair - 28th to 30th October 2022

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

Preview: Friday 28th October 5pm - 7:30pm

Public viewing: Saturday 29th October: 10 am to 5 pm and Sunday 30st: 10 am to 4 pm.

Artworks and individual items of craft, ceramics, glassware and sculptures - Entry forms, together with the appropriate fee (detailed on the entry form), must be returned to the Exhibition Administrator by 18th October 2022. If exhibition space is still available, some late entries may be accepted after this date. Acceptance of entries may cease before the closing date if display capacity is reached. Artists may exhibit a maximum of six framed paintings or browsers.

Table bookings – (craft items, ceramics, glassware and sculptures) - Entry forms together with the appropriate fee must be returned to the Exhibition Administrator by 18th October 2022. If exhibition space is still available, some late entries may be accepted after this date. Where a table has been booked, artists must provide an itemised list of craft items, ceramics, sculptures etc. when the items are delivered for the Fair. This list will be used to record sales of items. Instructions regarding labelling for exhibitors booking tables are on page 3 of this document.

Payment for entries - Must be made at the same time as submission of the entry form. Please pay by bank transfer to Rotary Club of Reading Maiden Erlegh account 00093976 sort code 40-52-40 with RCAF and your surname as reference, e.g. RCAFSmith. If you cannot do this, please include a cheque payable to *The Rotary Club of Reading Maiden Erlegh* with your entry form and send this to the Exhibition Administrator at 5, Haddon Drive, Woodley, Reading, Berks RG5 4LX

The entry fee is non-refundable, even if an item is not delivered for exhibition or is withdrawn.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. If Covid-19 causes the Art Fair to be cancelled, all entry fees will be refunded.

Profile Package Artists may choose to have all their paintings or sculptures displayed 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 Exhibition Administrator (readingcharityartfair@gmail.com) 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 Browser paintings, individual items of craft, 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.

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Browser paintings should be mounted and covered with cellophane or film and labelled in the same way as hung items. **Browser** 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 and Craft 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, craft items, ceramics and sculptures - Delivery of items must be made to the exhibition hall at Leighton Park School, Oakview, Pepper Lane, Reading, Berkshire, RG2 7DG **between 10 am and 5 pm on Thursday 27th October**. Collection of unsold items is **between 5 pm and 6 pm on Sunday 30th 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 30th 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 Exhibition Administrator 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 Exhibition Administrator in advance of collection. Note the exhibition hall will be closed to everyone **between 4 pm and 4.30 pm on Sunday 30th 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 30th 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 28th October.

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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.

SUPPLEMENTARY TERMS AND CONDITIONS FOR THE DISPLAY OF CRAFT, 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 entry form.

Delivery, Set-up and Collection of Craft items, Ceramics and Sculptures.

You should deliver your exhibits between 10 am and 5 pm on Thursday 27th October and arrange your display table, remembering to clearly label each piece. You must also supply a ceramics, craft and sculptures submission form with your entry. This is available at 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 craft items, ceramics and sculptures. remembering to clearly label each piece.

Artists booking craft, 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 30th October after 5 pm and before 6 pm. There will be no entry to the exhibition hall between 4 pm and 4.30 pm on Sunday 30th 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 craft, 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).