



STEWARDSHIP GUIDANCE

IT IS A STIPULATION OF BLUEWATER THAT WE MUST HAVE A CERTAIN RATIO OF STEWARDS ON ANY PARTICULAR DAY DURING THE EXHIBITION. THEREFORE, WE ASK YOU TO ARRIVE SLIGHTLY BEFORE 11 AM SO YOU CAN PUT YOUR PERSONAL ITEMS AWAY, GRAB A COFFEE AND YOUR NAME BADGE READY FOR ACTION!

YOU WILL BE REQUIRED TO STAY UNTIL WE CLOSE AT 8PM, EVEN IF IT IS QUIET AS WE OFTEN GET LATE VISITORS.

LUNCH BREAKS ARE BY MUTUAL ARRANGEMENT ON THE DAY SO WE CAN STAGGER TIMES. WE GENERALLY ASK THIS TO BE NO LONGER THAN AROUND HALF AN HOUR SO WE CAN MAKE SURE EVERYONE GETS A BREAK AROUND THE MIDDLE OF THE DAY.

WE HAVE A FRIDGE IF YOU WOULD LIKE TO BRING YOUR OWN FOOD AND A KETTLE FOR TEA & COFFEE WHICH WE SUPPLY.

THE TEAM AND STEWARDS ALL WORK HARD ENGAGING WITH VISITORS AND SHOWING THEM YOUR DISPLAYS TO ENCOURAGE SALES ON DAYS WHEN YOU ARE NOT STEWARDING, SO WE ASK THAT YOU ACTIVELY BE ON THE FLOOR AND DO THE SAME FOR YOUR FELLOW ARTISTS WHEN THEY ARE NOT THERE.

WHILE, OF COURSE, IT IS IMPORTANT TO SPEND TIME WITH YOUR OWN ARTWORK AND CHAT TO POTENTIAL PURCHASERS, PLEASE DO NOT SPEND ALL YOUR TIME AT YOUR OWN DISPLAY.

WE ALSO ASK THAT YOU TRY NOT TO BE ON PERSONAL PHONES OR TABLETS OTHER THAN NECESSARY COMMUNICATIONS SO YOU CAN BE AWARE OF VISITORS AND MAKE THEM FEEL WELCOME.

STEWARDSHIP FOR ARTISTS NEW TO EXHIBITING WITH US CAN BE A LITTLE DAUNTING AT FIRST, BUT WE WANT YOU TO ENJOY THE EXPERIENCE, SO PLEASE SPEAK TO A MEMBER OF THE TEAM IF YOU FEEL A LITTLE OVERWHELMED. WE WANT TO HELP YOU HAVE A POSITIVE EXPERIENCE. OUR TEAM ARE ALL VERY EXPERIENCED AND KIND AND WILL SUPPORT YOU.

IN ORDER TO KEEP OUR ENTRY FEES AND COMMISSION AS LOW AS POSSIBLE, WE SAVE COSTS BY NOT EMPLOYING CONTRACT CLEANERS FOR OUR EXHIBITIONS. WE UNDERTAKE OUR OWN CLEANING BUT WOULD ASK THAT YOU KEEP AN EYE OUT FOR DUSTY FRAMES AND PLINTHS AND GRAB A DUSTER IF YOU THINK A LITTLE HOUSE KEEPING IS IN ORDER. PICTURE STRAIGHTENING IS A CONSTANT REQUIREMENT!

WITH A HUGE FOOTFALL COMING THROUGH THE CENTRE, DUST AND FLUFF ARE INEVITABLE AND WE ALL NEED TO DO OUR BIT TO KEEP THE EXHIBITION LOOKING SPICK & SPAN.

WHEN ARTWORK IS SOLD, WE OFTEN ASK STEWARDS TO FIND REPLACEMENT WORK FOR THAT PARTICULAR ARTIST, AND OUR TEAM WILL BE ON HAND TO GUIDE YOU TO THE CORRECT STORAGE AREA TO FIND RESERVE PIECES. PLEASE BE CAREFUL WITH OTHERS ARTWORK AS IT CAN BE DAMAGED WHILE SEARCHING FOR RESERVE PIECES.

FINALLY, A REMINDER THAT, UNLESS THERE ARE MITIGATING CIRCUMSTANCES, IF YOU DO NOT ARRIVE FOR YOUR SESSION OR CANCEL WITHOUT ARRANGING YOUR OWN COVER, WE WILL MAKE A CHARGE OF £50 TO COVER THE COST OF FINDING STEWARDING COVER IN ORDER TO MAINTAIN THE REQUIRED RATIO OF STEWARDS.

THANK YOU FOR YOUR COOPERATION WITH THE ABOVE AND ENJOY YOUR STEWARDING!

EWA, ALISON, DAVID T, SARAH, ASH, NIGEL, DAVID K & CHARLOTTE.

YOUR UTR TEAM!

