



ARTIST AGREEMENT INFORMATION TERMS & CONDITIONS FOR ARTIST EXHIBITORS

AGREEMENT OPTION 1 (with 3 days stewarding)

Entry fee **£165.00** with 3 days stewarding over the duration of the event.

You are responsible for setting up and taking down of your display on the designated days, including the labelling and completion of your own sales lists

AGREEMENT OPTION 2 (non-stewarding)

Entry fee **£295.00** non-stewarding option (no requirement to steward for the duration of the event. The UTR Team will manage your display.)

You are responsible for setting up and taking down of your display on the designated days, including the labelling and completion of your own sales lists.

ARTIST AGREEMENT TERMS & CONDITIONS

1. The Artist / Exhibitor signs this agreement and agrees to pay the relevant entry fee (according to the agreement option selected) towards the expenses of administration, publicising and advertising the show, printing costs and launch expenses **by Friday 1st March 2024.**
2. The entry fee will only be refundable if the Artist / Exhibitor withdraws from the exhibition and cancels this agreement in writing within 14 days of signing this agreement.
3. All Artists / Exhibitors exhibit their work at their own risk and are responsible for their own insurance against loss or damage, and cover for public liability. **Organisers require proof of insurance uploaded as a pdf when signing the artist agreement.** If you do not have existing exhibition and liability insurance at the time of signing, it can be arranged with organisations such as the [SAA](#) and [A-N](#). Proof of insurance will need uploading to the UTR website **by 18th March 2024. YOU MUST HAVE INSURANCE IN PLACE BEFORE SET UP AND COVERING THE SET UP DATES.**

4. All payments taken at the Exhibition are subject to a 25% commission charge plus a 2% payment processing charge.
5. All proceeds from the sale of artworks shall be held in trust for the Artist / Exhibitor until the end of the event. Full payment of sales for each Artwork will be paid to the Artist / Exhibitor minus 25 % commission fees and 2% payment processing charges **no later than 26TH May 2024.**
6. The organisers may arrange to have artworks photographed or shared on social media for the purposes of publicity for this event and / or UTR website content. All reproduction rights remain with the Artist / Exhibitor.
7. All artworks listed on submitted main and reserve sales lists are to remain on site and not swapped in or out of the exhibition for the duration of the event.
8. All artworks listed on submitted main and reserve sales lists are not to be available for sale through other outlets.
9. Any artwork/s listed on the submitted main and / or reserve sales lists and sold outside of the above exhibition e.g. through any social media platforms, 25% commission is still payable to UTR Events.
10. If a sale for artwork or artworks is agreed outside of the exhibition via arrangement with the Artist/exhibitor directly, **full payment will need to be made via UTR events** by bank transfer or direct payment at the exhibition before the artwork can be reserved/red dotted.
11. We do not take deposits on artworks for sale. Full payment is to be paid at the time of reservation/sale.
12. We operate a discretionary 10% discount on single original artwork sales over £500 only if a customer asks and a support team member approves it. If you want to opt out of this, please let us know.
13. Alterations to sales lists and pricing after submission of lists (other than adding to the reserve list if reserves are all sold) can only be made under certain circumstances and with approval from the organisers and will incur an administration fee.
14. Issues arising from incorrect labelling by Artists will incur a £20 charge for administrative alterations. Please be aware that incorrect labelling can lead to incorrect payments for Artists.
15. You, the Artist/Exhibitor are fully responsible for any Copyright Licenses required and are solely responsible for any copyright infringements.

UTR Events take no responsibility for copyright infringements for exhibiting Artists within their events.

16. If choosing the stewarding option of this agreement, you will be required to steward for 3 days over the duration of the event, this will be by mutual agreement with the UTR organisers.
17. You, the Artist / Exhibitor will be responsible for reorganising sessions that you may need to change after the final rota is drawn up.
18. Please note that failure to meet the 3 days stewarding will be charged at £50 per day missed.
19. This covers additional costs of drafting extra help to meet the required steward ratio on any particular day.
20. Whilst the organisers accept there will be some minor hanging damage to walls and panels after display take down. We ask that display equipment is left as it was found. A charge will be made for any reinstatement required other than minor hole repair.
21. By signing the artist agreement form, you are agreeing to accept the invitation to exhibit at the above event. You are also confirming that you have read and understood the above 'Artist Agreement Terms & Conditions' and also read and understood the General Information Terms & Conditions and that you are willing to comply with them.

PLEASE NOTE

Because our Bluewater events use otherwise empty units to showcase all our artists work, we are subject to the availability of such units, as well as the size/layout of the units and lighting available within them.

In order to facilitate events with the low entry fees and commission rates, we use units available to us at the time. For this reason, **please be aware that we cannot alter or change the lighting available**. Every effort is made to provide the best lighting and layout available at the time.

Please also be aware that while every effort is made to provide the exact dates for our forthcoming exhibitions, this can be subject to change by Bluewater.

Please email a copy of proof of insurance covering loss or damage and public liability to info@utrevents.co.uk by 18th March 2024
(This can be an email from SAA confirming purchase of membership including basic insurance.)

Please also arrange by Friday 1st March 2024 payment of entry fee by bank transfer to

Under The Rainbow Events Ltd. (Virgin Business Account)

Sort code: 82-11-07

Account: 60517373

We look forward to welcoming you to our Spring Exhibition 2024