



# GENERAL INFORMATION TERMS & CONDITIONS FOR ARTIST EXHIBITORS

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## GENERAL INFORMATION TERMS & CONDITIONS FOR ARTIST EXHIBITORS

### 1. HANGING ARTWORK

1. Hanging spaces will be approx. 6ft x 6ft on a wall or 8ft wide x 6ft high if on a panel.  
**PLEASE NOTE, THESE SIZES ARE APPROXIMATE AND MAY ALTER SLIGHTLY DEPENDING ON THE UNIT WE ARE ALLOCATED AT EACH VENUE.** Please bear in mind that you will not be able to hang 2 x 1metre pieces of art side by side if allocated a wall space.
2. It is advisable to have a couple of hanging plans ready to accommodate either a wall or panel allocation. We often need to change space allocations at the last minute as we see how the exhibition space develops during set up, so cannot advise you of your allocation before the set-up days.
3. Please bear in mind “less is often more” as overhanging can result in an untidy display which detracts from each artwork.
4. We have a variety of tables and plinths of various sizes for 3D artwork but if you use a 5ft x 5ft area as a guide for your set-up display, this will give you an idea as to how many pieces you may want to initially display.
5. Due to the length of the exhibition, and demographic of the visitors, please bring reserve work to replace items that are sold.
6. All hanging artwork **MUST** be suitably framed unless artworks are on stretched canvases. Damaged frames are not acceptable. If frames are glazed with acrylic, this must be clean and scratch free.
7. All hanging artwork must be suitably backed and have neat strong fixings, for example D-rings and nylon picture cord/wire or strong sawtooth or CWH hangers.

### 2. SALES & RESERVE LISTS

1. All hanging artwork (not cards and prints) must be included on your main and reserve sales lists and must be numbered individually. **Please number from 1 onwards and precede this by your unique artist’s code/number.** For example 009/1, 009/2, 009/3 etc.

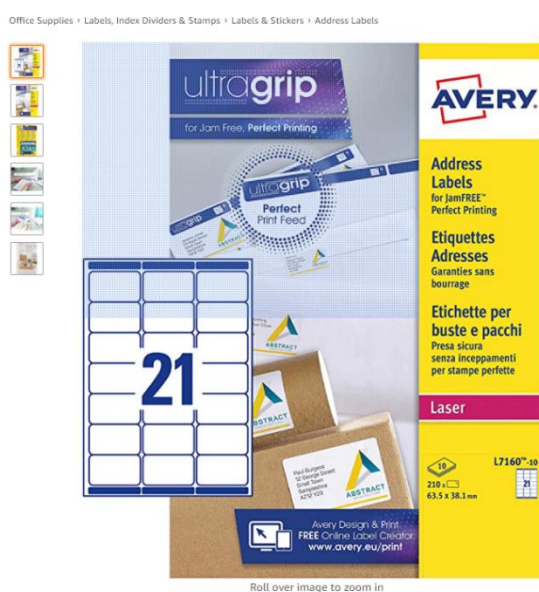
**PLEASE NOTE, YOU WILL BE ALLOCATED A UNIQUE ARTIST CODE IN DUE COURSE.**

2. **PLEASE ONLY USE THE DOWNLOADABLE MAIN SALES AND RESERVE LIST FORMS WE PROVIDE ON THE WEBSITE AND COMPLETE THEM IN BLOCK CAPITALS.**
3. When you have completed your main and reserve sales lists, please hand them in to a support team member who will check your display with you before you leave.

**The organisers reserve the right to alter a display if they decide it does not meet the necessary standard required.**

### 3. ARTWORK LABELLING

1. Each artwork on your main and reserve sales list needs 2 printed labels. one on card to be displayed next to the artwork when on your hanging space / table.
2. The Labels to go next to your artwork on display should be printed on white card and then guillotined neatly. Please follow the format below for your printed labels.
3. **All card reserve labels for wall/display need to be provided in an envelope with your unique artist code written clearly on the front and handed in on setup day.**
4. The other corresponding label needs to be a sticky label which goes on the back of the artwork. (This helps avoid confusion at the desk and allows cross checking of items being sold).
5. The sticky labels must be printed on good quality sticky labels (eg Avery)  
The 21 per page Avery labels are a perfect size.



Unique code and artwork number

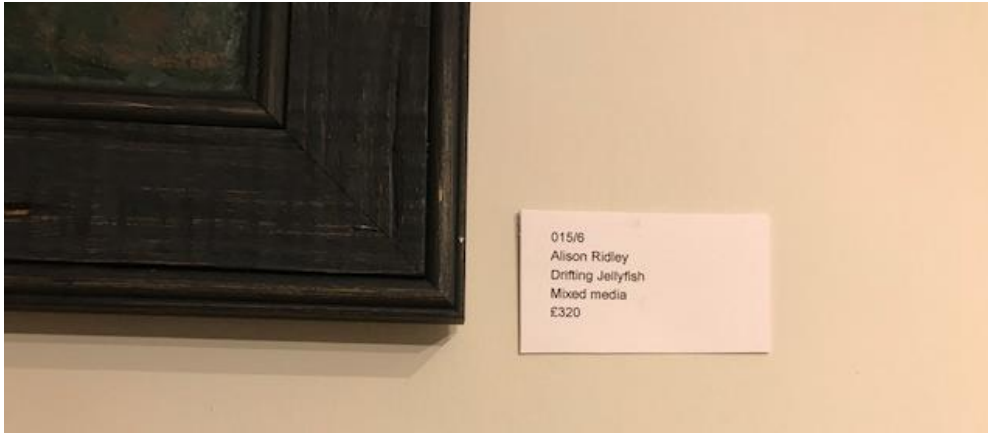
Title of Artwork

Artist's name

Type & medium

Price

056/1  
JOE BLOGGS  
"THE RAINBOW"  
ORIGINAL ACRYLIC  
£200



#### 4. BIOGRAPHY & BUSINESS CARDS

1. If you have business cards and/or marketing information, you may have this available on or near your display.
2. We ask that each artist has a biography of no more than 150 words printed & framed for display on your hanging space or table.

#### 5. PRINTS & CARDS

1. Prints and cards generally sell well at our exhibitions! If you wish to sell prints and cards, these will need to be next to your hanging space and displayed in a presentable way. We do not provide browser stands for prints. However, we do have some card display stands, but these are limited and will be allocated on a first come first served basis.
2. To maintain a high quality and professional appearance, we do not allow cardboard card stands and prints need to be cellophaned with white mountboard not cardboard.
3. Example of a wooden browser rack below. These vary in price but are a good investment for displaying prints neatly.
4. All loose prints and cards must be individually wrapped with a label on each one clearly displaying your unique artist's code, your name, the title (if a print) and the price. (Cards priced in whole £'s or whole £'s and 50 pence)
5. Artists need to keep their own inventory of cards and loose/browser prints. They do NOT go on your main sales or reserve lists.

Browser Example



SKU: BH2

Weight: 5.0 kg

#### ARTdiscount Artists Wooden Print Storage Rack A1

★★★★★ (14)

£38.95 (€59.95)

> You Save 35% (£21.00)

#### Further discounts

Minimum Qty	Additional Discount
10 +	10% off


1 item left

Qty

## 6. WALL FIXINGS

1. Please provide wood screws as below for hanging your work. Wood screws will need to be used for the panels. Please make sure they are long enough to support your work.
2. **Please make sure the fixings you bring are heavy duty enough to keep your work safely displayed.**
3. **Please provide white tack to fix labels. Please do not use blue tack to fix labels as this stains the panels.**

See below for examples:



Sequal® 332 Piece Screws Assortment with Compartment Box, 8 Different Screw Sizes with Galvanised Finish, Rust Resistant Wood Screws, Screw Set with Mixed Screws Selection for Home DIY Projects.

Buying for work? Discover Amazon Business, for business-exclusive pricing, downloadable VAT invoices and more. [Create a FREE account](#)

[Visit the SEQUAL Store](#)  
★★★★☆ 721 ratings

**Amazon's Choice** for "mixed screws"

£10<sup>99</sup> (€0.03 / count)

**prime** One-Day  
& **FREE Returns**

**Buy 3, save 5%** . [Terms](#) | [Shop items](#)

Save up to 14% with business pricing. Sign up for free Amazon Business account

Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. [Details](#)

Size Name: 332 Wood Screws

<b>Material</b>	Alloy Steel
<b>Exterior finish</b>	Plastic,Steel,Galvanised Finish
<b>Metal type</b>	Alloy Steel
<b>Brand</b>	SEQUAL

Roll over image to zoom in

## 7. HANGING & SETUP DAYS

1. Due to the Easter break Hanging / set-up days are **Monday 25<sup>th</sup> and Tuesday 26<sup>st</sup> March 2024**. Please arrive between 9am and 7pm. Please be aware we will be leaving promptly at 9pm so please allow yourself enough time to setup. We will ask you to fill in a form nearer the time to let us know your approximate time and day of set up.
2. Please bring your own tool kits. Ladders will be available. The support team will be on site to help and answer queries.
3. Initial access on set-up days will be via the service area to allow you to unload and transport your artwork to the unit.
4. To unload, please make your way to service area 12 (Please see service yard site map)
5. You can find this by looking out for the black sign with a lorry icon with the numbers 10 -12
6. The barrier gates are located near the Kids Inc Nursery.
7. Press the call button on the right-hand side of the road and state you are unloading in service yard 12 for UTR exhibition, give your name and car registration and a mobile number.
8. **Please follow security barrier rules and absolutely no tailgating.**

9. Once through the barrier, drive straight down past the other service areas and up into **Area 12**.
10. We are on the left as you drive up into the service yard. There will be signs and an “Under the Rainbow” banner near the entrance.
11. Parking is limited, and once you have unloaded into the unit, you will need to take your vehicle back to the Lower Rose Gallery car park (this is the nearest car park to the venue) and gain access to the venue through the shopping centre.

**PLEASE NOTE – NO CHILDREN UNDER 16 ARE ALLOWED AT SET UP AND TAKE DOWN – PLEASE ARRANGE CHILDCARE AS NECESSARY ON THESE DAYS.**

**PETS ARE ALSO NOT ALLOWED AT OUR EXHIBITIONS.**

Our mobile number on these days is:

**07719 374 222**

12. Once in the venue, there will be a floor plan where you can locate your space allocation. Your unique code will also be placed at your space.
13. **Please ensure you have your display checked by a support team member when you have completed your setup and hand them your main sales list, reserve sales list, reserve cards in an envelope and spare badge sheet.**

## 9. PACKAGING

Please contribute packaging for wrapping sold items. This should include bubble wrap and bags if you have smaller 3D items. We like to recycle, so bubble wrap from home delivery items is good if it is not too tatty. Supplied bubble wrap will be pooled for general use. Large rolls of bubble wrap can be bought online.

## 10. LAUNCH PARTY

1. The launch party will be held on Saturday 6<sup>th</sup> April at 7pm. It is a private ticketed event (the exhibition opens to the public on that morning but will be closed for the launch event)
2. We would ask you to attend at 7pm promptly.
3. As an exhibitor, you can attend the launch with one guest.
4. If you would like to bring more than one guest, additional tickets for the party will be available via Eventbrite (please see the link on our website) at £15.50 each.
5. The dress code for the launch party is smart/cocktail.
6. The launch event is not suitable for young children. If you wish to bring older children, you will need to purchase a ticket for them if they are not your plus one.

## 11. STEWARDING ROTA

1. We need to draw up the rota for stewarding in good time as it is logistically quite tricky. Therefore, we ask you to email us with only the dates you CANNOT steward over the event duration. Please bear in mind that weekends are popular, and we cannot guarantee these dates for everyone that wants them. We ask that where possible you make arrangements

## UNDER THE RAINBOW EVENTS - GENERAL TERMS & CONDITIONS – SPRING EXHIBITION

for time off from work or other commitments in order to fulfil the stewarding requirements of 3 full days. You are more than welcome to attend more often if you would like.

2. Artists who engage with visitors have a proven record of increased sales due to this.
3. The stewarding hours will be 11am until 8pm. With a 30 minute break by mutual arrangement so we keep the minimum ratio of stewards on the floor. Tea and coffee will be available to stewards during the day and kitchen facilities will be available.
4. When you are stewarding, we ask that you are actively on the shop floor and engaging with visitors and generally helping to keep the exhibition neat and tidy
5. This also helps with security, acting as a deterrent to “would be” shop lifters.
6. There will be at least one member of our support team on duty in a supervisory role every day.
7. **Please inform us of the dates that you CANNOT steward by Monday 18<sup>th</sup> March at the latest.**

## 12. EXHIBITION TAKE DOWN

1. The exhibition will close at 5pm on Sunday 12<sup>th</sup> May 2024
2. **No take down will be permitted until Monday 13<sup>th</sup> May**
3. We will be at the venue on Monday 13<sup>th</sup> May 2024 from 9am until 9pm for the take down but will not admit anyone after 8.15pm.
4. Take down will work in reverse to set up. You will need to park in the Lower Rose Gallery car park and come to the venue to pack your work. If your work is too large to easily transport back to the car park, you can then drive to the service area and collect your artwork via the service area.

WE PRIDE OURSELVES IN HOLDING EVENTS WHICH ARE INCLUSIVE, FRIENDLY, AND NURTURING TO OUR COMMUNITY OF ARTISTS. RUDENESS AND BEHAVIOUR NOT COMPLIANT WITH OUR ETHOS WILL NOT BE TOLERATED AND WE RESERVE THE RIGHT TO ASK AN ARTIST/EXHIBITOR TO LEAVE THE EXHIBITION WITH NO NOTICE OR REFUND OF ENTRY FEE IF WE ARE SUBJECT TO UNACCEPTABLE BEHAVIOUR.