



LANDMARK ARTS CENTRE

**Please read carefully**

# CONTEMPORARY TEXTILES FAIR 2010

**LANDMARK ARTS CENTRE**

**Saturday 13<sup>th</sup> – Sunday 14<sup>th</sup> March 2010**

**Private View Friday 12<sup>th</sup> March**

The Landmark Arts Centre has been holding art fairs for the past 14 years and the Contemporary Textiles Fair is a well-established feature of the Landmark's visual arts calendar. Housed in the magnificent Grade II\* gothic surroundings of the Landmark Arts Centre, the fair is among the most prestigious in the country with exhibitors from all over the UK and beyond. The unique setting and consistently high visitor numbers help to make this event both enjoyable and successful with many exhibitors choosing to return year after year.

## **CRITERIA**

The criteria for applications remain the same for all of our art-based fairs: individual textile artists and designer makers whose work demonstrates creativity, innovation and quality, balancing the tactile and functional with the aesthetic.

## **PUBLICITY**

Marketing for this event will include: our own glossy events leaflet distributed to local venues & mailed to Landmark members, full colour Contemporary Textiles Fair leaflets and posters, e-leaflet, paid advertising, PR, national and local listings, mailing lists, RAC sign posting and banners in the local vicinity. Advertising will include national specialist magazines *Selvedge*, *Craft Magazine*, *Craft & Design* and *Embroidery Magazine* as well as local general consumer magazines and local press.

A Private View, to which galleries and press will be invited, will run from 6pm-8.30pm on Friday 12th March 2010. A cash bar will open for the duration and exhibitors will be sent 20 Private View invitations to distribute to their clients/ mailing list.

## **CAFÉ**

Hot and cold lunches, snacks, drinks and a licensed bar will be available in the Café on both public opening days and a limited range will be available on Friday during set-up from 11am – 2.30pm. The café will be staffed by Landmark Arts Centre volunteers and all profits go directly to support the upkeep of the building. Please note, exhibitors are not permitted to bring alcohol into the building but should instead purchase beverages from the licensed bar provided.

Ferry Road, Teddington, Middlesex, TW11 9NN  
 Telephone: 020 8977 7558 Fax: 020 8977 4830 [www.landmarkartscentre.org](http://www.landmarkartscentre.org) email: [info@landmarkartscentre.org](mailto:info@landmarkartscentre.org)

Landmark Arts Centre Ltd Charity No: 1047080 Registered in England No. 3061090



## LANDMARK ARTS CENTRE

### OPENING TIMES, ADMISSION, PARKING & OTHER FACILITIES

**Private View opening hours:** 6pm-8.30pm on Friday 12<sup>th</sup> March. All exhibitors are expected to distribute their invitations and be present for the duration of the preview. Bar facilities will be provided on the night.

**Public opening hours:** 10am-5pm on Saturday and Sunday. Exhibitors are requested to remain with their stands until closing time.

**Public admission** charge will be £4.00, concessions £3 (children free of charge). Each visitor will receive a free catalogue.

**Disabled access** - although the building has disabled access there is only partial access within the building due to restrictions on our staged area. The disabled toilet has been adapted to suit most wheelchair users. Please notify us in advance of any special needs and we will endeavour to help.

#### SET-UP INFORMATION

Set-up will start from 9.30am on Friday 12th March.

**THERE IS NO ON-SITE PARKING.** Exhibitors will receive a set-up time and we would appreciate it if you would try to adhere to the allocated time as access is severely restricted.

**You may load and unload only and then immediately take cars off-site.** Ample free parking exists in the surrounding streets.

Screens supplied will be grey polyweave fabric. For hanging: Velcro, small pins or hooks from the top of the stands may be used. Absolutely **NO** nails, screws, blue tac or glue as these will damage the screens.

The building has good natural light and in addition each stand will be individually lit with one 150 watt spotlight.

#### FURTHER INFORMATION FOR EXHIBITORS

- All work shown must be the exhibitor's own work
- Spaces are non-transferable
- No dealers or agents
- All work must be clearly priced, unless on commission basis
- No promotional material to be displayed or sold
- Credit card facilities will be available and the fee per credit/debit card sale will be 5%.
- Chairs will be provided
- Tables are available if required at the cost of £5 and must be booked in advance indicating size required.
- Items encroaching on neighbouring stands, exits or gangways will be confiscated
- **The event will be insured against public liability but the organisers cannot be held responsible for any loss, theft or damage to exhibitor's work or personal possessions. Exhibitors are advised to make their own insurance arrangements.**
- No additional storage space can be provided on site

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## LANDMARK ARTS CENTRE

### HOW TO APPLY

Please complete the **Application Form** and send it with a deposit cheque for £50, indicating your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> stand choice and enclose a SAE if you require the return of your deposit if not selected. All applicants will be contacted by phone or email shortly after receipt of the application form to confirm if successful and then the balance will be due within 2 weeks. The deposit cheque will not be cashed until you have been accepted.

#### **Cancellation:**

- 8 weeks or more before set-up day – full refund, if stand can be re-sold, less 10% admin charge.
- 4-8 weeks before set-up day – 50% refund, if stand can be re-sold, less 10% admin charge.
- 4 weeks or less before set-up day – 25% refund, if stand can be re-sold, less 10% admin charge.
- Within 1 week of set-up – no refund

Send completed, signed application form and deposit cheque made payable to Landmark Arts Centre to:

**Contemporary Textiles Fair 2010**  
**Landmark Arts Centre**  
**Ferry Road**  
**Teddington**  
**TW11 9NN**

If your application is unsuccessful then we will return your cheque and application within 10 working days if a SAE is supplied if not an email will be sent.

**Once your application has been accepted please complete the Booking Form for Additional Requirements and return it with your cheque for the balance including costs of your extras within two weeks and a SAE for the Exhibitors pack (stamps to the value of £1.77).**

The Exhibitors pack will be sent to all participants 4-6 weeks prior to the event including:

- 20 x private preview invitations
- 20 x '2 for the price of 1' entries
- 20 x standard leaflets
- Set up information

A4 posters will be available on request – please email or call as soon as you know how many you would like.

- Exhibitor badges will be issued on the day

We look forward to receiving your application. Please do email [meg@landmarkartscentre.org](mailto:meg@landmarkartscentre.org) or telephone 020 8977 7558 if you have any questions.

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## Contemporary Textiles Fair 2010 APPLICATION FORM

**PLEASE USE BLOCK CAPITALS**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

POSTCODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

**Name for brochure if different to above:**

**Description of work for brochure (10 words):**

**Detailed description of work to be shown:**

**Qualifications & Awards:**

**Brief CV including major Exhibitions/commissions - any useful info for publicity purposes:**

**Stand choice:**    First choice..... Second..... Third.....

**I agree to the conditions set out in this pack**

**Signed.....Date .....**

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## Contemporary Textiles Fair 2010

### BOOKING FORM FOR ADDITIONAL REQUIREMENTS

Each stand will be individually lit with 150w halogen light.  
 Each stand will be provided with 1 chair (additional chair on request)  
**Please note we cannot provide additional requirements on the day.**

Please complete the following :

Name: ..... Stand no: .....

**Electrical socket requirement** Cost: £ 5.00

Please advise exactly what additional lighting you will be using

Lighting ..... Wattage .....

(The venue reserves the right to refuse lighting and there are only 30 sockets available on a first come, first serve basis.)

**Tables required – size?** ..... Cost: £ 5.00

Please indicate whether you need a 6' x 2'6" OR 3'9"x2' table

**Add additional requirements costs if any to:** Stand cost: £ .....

Less deposit: £ 50.00

**Total payment enclosed:** £ .....

**Preferred arrival/unloading time:** 9.30am : 10.00am : 10.30am : 11.00am : 11.30am

12noon : 12.30pm : 1.00pm : 1.30pm : 2.00pm : 2.30pm : 3.00pm : 3.30pm

**Please circle ONE time only and we will do our best to accommodate, bearing in mind that the times are first come first serve and must be adhered to as unloading bays are extremely limited. Set-up will be until 5pm.**

Once your stand number is confirmed please send this form with your cheque for the balance owed made payable to 'Landmark Arts Centre' within two weeks to:

Send completed form to:

**Contemporary Textiles Fair 2010**

**Landmark Arts Centre**

**Ferry Road**

**Teddington**

**Middlesex**

**TW11 9NN**

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