

ART FAIRS 2008

Landmark Arts Centre

13 – 15 June
17 – 19 October



Promoting the individual

Housed in the magnificent gothic surroundings of the Landmark Arts Centre at Teddington Lock, the Midsummer and Autumn Art Fairs have established themselves as major events in the visual arts calendar. The unique setting and consistently high visitor numbers help to make the fairs enjoyable and successful. We welcome applications from both new and returning exhibitors.

Criteria

Both Art Fairs are open to professional, individual painters, printmakers and photographers. A limited number of stands are available to sculptors, ceramicists, jewellers, silversmiths and glass designers. All other craftwork is excluded as we run 2 other fairs during the year-

The Contemporary Textiles Fair March 7-9th. In House quality Craft & Gourmet Food Fair November 22nd-23rd. If you are in any doubt which Fair would be most suitable for your work please do not hesitate to call us on 020 8977 7558 line 2 or email Barbara@landmarkartscentre.org

Café

Hot and cold lunches, snacks, drinks and a licensed bar will be available on both public opening days. The café will be run by our volunteers with all profits going directly to support the upkeep of this Grade II* listed building.

Publicity to include the following

Our well publicised Events leaflet .
20,000 Glossy postcards.
Brochure issued at the event
RAC signs
National and local Newspapers

The Art Fund Quarterly Magazine (free entry to subscribers)

The Kew Magazine (free entry to subscribers)

Surrey Monocle

Craft Magazine

A - N for Artists

Network Magazine

Time & Leisure magazine

Posters and banners in the local vicinity.

A Private View to which galleries and press are also invited will run from 6-9pm on Friday 13th June for the Midsummer Art Fair and Friday 17th October for the Autumn Art Fair. A cash bar will open for the duration. Artists will be sent 20 private View invitations to distribute to their clients/ mailing list. Further available on request. A guest list will be in operation throughout the weekend for the benefit of Exhibitors.

Opening Times, Admission, Parking & Other Facilities

- **Public opening hours are 10am-5pm for the Midsummer fair and 10am-5pm for the Autumn Art fair. Exhibitors must remain with their stands until closing time, and must refrain from taking down their work until the fair is officially closed.**
- **Exhibitors are not permitted to bring alcohol into the building**
- **Public admission charge will be £4, free entry to Landmark members and subscribers to Magazines afore mentioned. Children are admitted free. Each visitor will receive a brochure showing floor plan and list of artists**
- **The building has been partially adapted for wheelchair access. Please notify us in advance of any special needs and we will endeavour to help**
- **THERE IS NO ON-SITE PARKING. Exhibitors may load & unload but must then immediately take cars off-site. Ample free parking exists in the surrounding streets. It is important to clearly display your car park pass when on site.**

Set-Up and Hanging Information

- **Set-up will start from 9.30am on Friday 13th June and Friday 17th October. Set up times to be allocated after booking**
- **Screens supplied will be shell scheme grey polyweave fabric. 2mm thick.**
- **Recommended method of attaching materials to the boards is male Velcro if lightweight, or top hanging picture hooks. There are a wide range of alternative products on the market see www.picturehangingsystems.co.uk. Artists are requested to use aesthetically acceptable hanging equipment, which will take at least 80lbs of strain.**
- **Please note blue-tak or any other direct adhesives are not allowed as these cause damage to the fabric.**

- The building has good natural light and in addition each stand will be individually lit with a minimum of 1 x 150w halogen exhibition light (depending on size of stand). Additional sockets available for 3d work only.

Further Regulations for Exhibitors

- Only one space may be booked per artist
- All exhibits shown must be artist's own work
- Spaces may not be shared
- Spaces are non-transferable
- No dealers or agents
- All work must be for sale or on commission basis, clearly priced, and displayed in a professional manner.
- No T-shirts or promotional material to be displayed (if in doubt please call us)
- Purchase passes issued by the venue must be completed for any work sold on the day.
- No extra screens or equipment may be brought in by exhibitors. Chairs will be provided. Small tables (114cm x 61cm) are available for 3D work if required and must be booked in advance. Small browsers and card tables may be brought in providing they are accommodated within the designated space.
- The event will be insured against public liability but the organisers cannot be held responsible for any loss, theft or damage to artist's work or personal possessions. Artists are strongly advised to make their own insurance arrangements

How to book on phone in day.

You may reserve a space for either the Midsummer or Autumn Art Fair. You will be given the opportunity to go on a waiting list if you wish.

Do not send back completed forms until after you have reserved by telephone on Sunday February 24th February.

- Spaces may be booked by telephone only between 10am-2pm on Sunday February 24th 2008 following number only:
- phone line 020 8977 7558 this line allows 4 calls to be taken simultaneously which should ease the wait getting through.
- Spaces will be let on a first-come first-served basis
- Please keep phoning throughout the day - don't give up!
- It is essential you are in receipt of an application pack to reserve stands during the telephone booking session. Please have a 1st 2nd and 3rd choice preferred when you phone.
- Once you have reserved your space you should send in completed, signed application form, full fee and disc of your work (For publicity purposes discs are

essential) alternatively photographs representative of the work you will be showing, to arrive at the Landmark Arts Centre by Friday 28TH March 2008

- There is no selection process but the organisers reserve the right to refuse a booking if a style of work is already well represented, poorly presented or deemed by them to be inappropriate or offensive.
- We will send an acknowledgement and acceptance card on receipt of your application pack.
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- Please note that stands will be re-let after this date, with no further communication.
- Fees are non-refundable.
- Images may be included in Art Fair catalogue and/or pre-Fair publicity.
- A cancellation/waiting list will be operated

You must speak to a member of staff in person to book. Messages, faxes and personal callers will not be accepted.

The lines do get *very busy*, so we suggest utilising the 'automatic redial' and '5 ringback' buttons on your telephone. But do keep trying as the lines remain open until 2pm

An exhibition pack will be sent to all artists 6 weeks prior the event. This will include 20 private view invitations each admitting 2 people, 20 "2 for 1" discount admission vouchers, 20 postcard flyers, one art fair poster together with set up information. We are always happy to supply exhibitors with additional postcards and posters on request.

We look forward to receiving your application.

Barbara Robertson Art fair Organiser . email Barbara@landmarkartscentre.org.

Landmark staff
Tim Cannings
Joanna Morrison Mayo
Corrina Briggs

Address: Landmark Arts Centre,
Ferry Road,
Teddington Middlesex
TW11 9NN

Essential dates and times Art Fairs 2008

	Midsummer Art Fair	Autumn Art Fair
Phone-in day:	Sunday 24th February 10am-2pm	Sunday 24th February 10am-2pm
Closing date for receipt Of application packs:	Friday 28th March	Friday 28th March
Set-up day:	Friday 13th June Close at 4pm	Friday 17th October close at 4pm
Private View:	Friday 13th June 6pm-9pm	Friday 17th October 6pm-9pm
Public Opening times: June	Sat 14th June 10-5pm Sunday 15th 10-5pm	
Public opening times: October	Saturday 18th October 10-5pm Sunday 19th October 10-5pm	

Midsummer Art Fair 13th-15th June 2008

BOOKING FORM

Do not send until you have booked your stand

PLEASE USE BLOCK CAPITALS
(Name stated will be used for stand name)

NAME _____

ADDRESS _____

POSTCODE _____ TELEPHONE(H) _____

MOBILE _____ STAND BOOKED _____

Description of work to be shown

Qualifications & Awards

**Brief CV including major Exhibitions/commissions & any
Useful publicity material. Enclose separately if available.**

Please enclose disc of recent work. Specify size, medium and price

I agree to the conditions set out in this pack. Signed.....

Continued overleaf

Additional booking form to be completed:

Stand number _____

Please tick the one type of work you will be showing

Ceramics _____ **Drawings** _____ **Sculpture** _____

Oil paintings _____ **Watercolours** _____ **Prints** _____

Photographs _____ **Collage** _____ **Ceramics** _____

Jewellery _____ **Other** _____

If you require a table please tick: Priority given to 3D work. We cannot supply on the day

6ft x 2ft6inch _____ **3ft9inch x 2ft** _____

Cost of hire £5.00 _____ **Please state** _____

Additional socket priority given to 3D work work (please note all stands are individually lit with 150w halogen light and there is good natural light in the building)

Cost of hire £5.00 _____

Total cheque value enclosed including any of the above additional requirements _____

cheques payable to: The Landmark Arts Centre

Send completed form to: ART FAIRS LANDMARK ARTS CENTRE

FERRY ROAD

TEDDINGTON TW11 9NN

Telephone: 020 8977 7558 line 2. email: barbara@landmarkartscentre.org.

Check list: Have you enclosed
Completed booking form 2 pages
Cheque
Disc/images of your work

Autumn Art Fair 17-19th October 2008

BOOKING FORM

Do not send until you have booked your stand

PLEASE USE BLOCK CAPITALS
(Name stated will be used for stand name)

NAME _____

ADDRESS _____

POSTCODE _____ TELEPHONE(H) _____

MOBILE _____ STAND BOOKED _____

Description of work to be shown

Qualifications & Awards

Brief CV including major Exhibitions/commissions & any
Useful publicity material. Enclose separately if available.

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