

## Spring & Autumn Art Fairs 2025 – Terms & Conditions

Please ensure you have read **all of the terms and conditions** before filling out the application form.

- **Please ONLY apply online;** we no longer accept paper based submissions unless there are special circumstances. This lessens the possibility of mistakes being made.

### **Cancellations Policy**

Following receipt of your payment after allocation of stands:

- 8 weeks or more before set-up day – full refund, if stand can be re-sold, less 20% admin charge.
- 4-8 weeks before set-up day – 75% refund, if stand can be re-sold, less 20% admin charge.
- 4 weeks or less before set-up day – 50% refund, if stand can be re-sold, less 20% admin charge.
- If your stand cannot be re-sold you will not receive a refund.

- You may collaborate with another artist if you wish to show in a group; please state this in both your application forms.
- Stands are non-transferable.
- No dealers or agents or galleries.
- **The Landmark does not take any commission on sales.** However, a 10% charge is levied by the bank on the use of the card machine at reception, which can be used to take customers money from sale. This incurs a VAT cost. You are strongly advised to keep your own records of sales. You will be paid by BACS shortly after the fair.
- **Public admission charge** will be £5 and £4 for seniors and students, free entry to Landmark Friends. Children 16yrs and younger are admitted free.

- The event will be insured against public liability but the Landmark cannot be held responsible for any loss, theft or damage to artist's work or personal possessions. **Exhibitors are strongly advised to make their own insurance arrangements.** We accept no responsibility for stolen work during the fair as you are deemed responsible for it for the entirety of the fair.
- Please note there is **no storage** other than on, or behind (if against a wall or column) your stand.
- The building has been totally adapted for wheelchair access except for the studio space (which is only used sometimes during the fair for workshops/classes). However please notify us in advance of any access requirements and we will endeavour to help. We have reserved parking spaces for disabled visitors, if you know of someone that is coming that this applies to please tell me in advance, I will need their registration plate details and I will reserve them a space very close to the ramp to the front door.
- Exhibitors must not bring wine to the opening night. In your artists pack you will receive a 'free glass of wine' ticket, further glasses for yourselves and clients will be available at full price from the bar which is in operation throughout the event.
- The building has good natural light in most places. Each STAND will be individually lit with a minimum of 1 LED exhibition light.
- Tables & extra power sockets are available on request and for a nominal cost; but must be booked in advance. The electricity supply within the building is limited. If a power socket is agreed for your stand, it will be sufficient to power a laptop, your own credit card machine or additional low wattage or LED lighting up to 150watts only. You must inform the Landmark Arts Centre what you intend to use the power socket for.
- There will be enough chairs available to you over the exhibition period if you require another one just ask at reception.
- Screens supplied will be shell scheme grey polyweave fabric. 25mm thick. They have a groove running through the middle of the top elevation for hooks.
- Recommended method of hanging 2D framed artworks is using traditional picture hooks. From that comes a cord with an adjustable bottom hook. See separate 'hanging your work' PDF for more info. Artists are requested to use aesthetically appropriate hanging equipment, which will take at least 80lbs of strain. You need to have all your work with cord on the back. You may also use Velcro but **MUST** secure this to the back of your work using a staple gun or suitable alternative. Experience has shown that the Velcro stays on the screens

but can peel off the work especially over the night which results in damage. Do not use Velcro for any glazed or particularly heavy work.

- We do not supply any hanging systems, unless agreed in advance. Velcro can be bought from us during set up at £2 per metre.
- Please note you mustn't under any circumstances use nails or screws, Blu-Tack or any other direct adhesives as these cause damage to the fabric of the screens.
- You are welcome to use your own card machines to take payment, there is no charge or commission taken by the Landmark on this. There is WIFI in the building but given its size this can be intermittent on busy days, please don't rely entirely on this for sales.
- All work must be for sale or on commission basis, clearly priced, and displayed in a professional manner. Please don't lower your prices towards the end of the fair.
- You may fill your space with whatever you wish (furniture, display cabinets, browsers, easels etc.), however you must not bring anything that will spill out beyond the boundaries, cause a health and safety hazard or be deemed inappropriate at a professional fair such as very inexpensive work, 'bargain bins', etc. Cordial collaboration between your neighbours is recommended, please show consideration for the other exhibitors. You will be asked to remove anything that contradicts the above.
- **There is no on-site parking.** Exhibitors will be emailed a drop off time for which you will be allowed to keep your vehicle on site for half an hour while you unload. Please follow the instructions of the parking attendant at all times. You then remove your vehicle to the surrounding streets (where there is free parking). You can come back to your stand and spend the rest of the day setting up. More info on this will be provided when you are selected. You must be finished setting up by 3.30pm on the Friday.
- **You must be in the building, ready to sell to the public at 4pm Friday and for 10.00am on the weekend.** The front door will be closed until 10.00am so you can enter the building via the buzzer (please remember your badge!).
- **Take down will be from 5.00pm on the Sunday.** You must not begin to pack up until 5pm nor bring your vehicle on site until you are ready to load up. Please pack your work up before you bring your vehicle on site as this causes unnecessary congestion. There are no allocated times, all the doors will be opened (see the floor plan). **As we share the area surrounding the Landmark with residents it is VITAL you do not park in a marked bay.** The doors to the

rear of the building will be opened, this area is for loading ONLY, we have had instances of artists getting a ticket if it looks like your vehicle is parked, doors closed and vehicle unattended, to avoid this as soon as you have finished packing your vehicle you MUST move it away from the area and follow the instructions of the parking attendant at all times.

**Abigail Thomas**

**Visual Arts Curator, Landmark Arts Centre**