

Paper Ink Print Festival 2025

Exhibitors Information / FAQs

Please also refer to **the terms and conditions**

Fair Dates & Timings

Friday 13 June – 9.00am – 3.30pm – *Artist arrival and set up*

4.00pm – 8.30pm – **Open to the public**

Saturday 14 June – 9.00am - *Artist arrival*

10.00am – 5pm – **Open to the public**

Sunday 15 June – 9.00am - *Artist arrival*

10.00am – 5pm – **Open to the public**

5pm – 7.00pm – *Artists' take down*

Full STANDS 1 – 33:

What are the measurements of my stand? *Please refer to the Stand Plan for full measurements, as they vary from stand to stand. Stand Plan:*

https://www.landmarkartscentre.org/wp-content/uploads/2025/02/PIP_25_STAND-PLAN_and-Other-Options-Info.pdf

Do I have a table/socket? *Tables & Sockets are EXTRAS on the Full Stands, and needed to be booked in advance. Please refer to your invoice(s) to see if you have booked a table & socket as part of your stand. If you ordered a table it will be 182cm x 76cm trestle table.*

What are the boards made of? Screens supplied in FULL STANDS will be shell scheme grey polyweave fabric. 25mm thick. They have a groove running through the middle of the top elevation for hooks. Please note you mustn't under any circumstances use nails or screws, Blu-Tack or any other direct adhesives on the boards as these cause damage to the fabric of the screens.

What can I bring onto my stand? If you have a FULL STAND 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. Cordial collaboration between your neighbours is recommended, please show consideration for the other exhibitors.

Tables 34 – 41 & C -D, & I – N, & U - X:

How big will my table be? Tables are approx: 182cm x 76cm trestle tables. They do not come with a cloth – you need to provide one yourself.

Can I also bring a print browser for the floor? If you have a table you may make use of the floor space adjacent to the side of your table for a small print-browser or similar, so long as it doesn't stick out into the gangway too much – we will be going around the fair before opening checking and will ask for things to be removed or moved if they're deemed unsafe, please show consideration for the other exhibitors.. ANY OTHER items (eg. Boxes, railings, other display objects on the floor) MUST be enquired about in advance.

Wall & Table Stands A & B, E-H:

What are the measurements of the wall behind my table? 2.4m high x 1.2m wide.

How big will my table be? Tables are approx: 182cm x 76cm trestle tables. They do not come with a cloth – you need to provide one yourself.

What is the wall made of? Screens/boards supplied will be shell scheme grey polyweave fabric. 25mm thick. They have a groove running through the middle of the top elevation for hooks. Please note you mustn't under any

circumstances use nails or screws, Blu-Tack or any other direct adhesives on the boards as these cause damage to the fabric of the screens

Can I also bring a print browser for the floor? *If you have a table you may make use of the floor space adjacent to the side of your table for a small print-browser or similar, so long as it doesn't stick out into the gangway too much – we will be going around the fair before opening checking and will ask for things to be removed or moved if they're deemed unsafe, please show consideration for the other exhibitors. ANY OTHER items (eg. Boxes, railings, other display objects on the floor) MUST be enquired about in advance.*

Tables O – T:

How big will my table be? *Tables are approx: 114cm x 61cm*

Can I also bring a print browser for the floor? *If you have a table you may make use of the floor space adjacent to the side of your table for a small print-browser or similar, so long as it doesn't stick out into the gangway too much – we will be going around the fair before opening checking and will ask for things to be removed or moved if they're deemed unsafe, please show consideration for the other exhibitors. ANY OTHER items (eg. Boxes, railings, other display objects on the floor) MUST be enquired about in advance.*

Other questions

- **Do I need to bring my own chair?** *No, there will be enough chairs available to you over the exhibition period if you require another one just ask at reception.*
- **Is there WiFi?** *Yes, the login will be in your Welcome Pack when you arrive.*
- **Is there any storage?** *There is no storage other than on your stand, or under your table. Unless you're doing a demo in the demo area or class – then storage will be available for class/demo equipment.*
- **What do I need to set up my stand/table?** *Please read the SET UP PDF provided for more info: [SET-UP-PIP.pdf](#) We do not supply any hanging systems, unless agreed in advance. We do not provide*

tablecloths. Velcro can be bought from us during set up at £2 per metre from the Front Desk.

- **What lighting is there?** *The building has good natural light in most places. Each FULL STAND (1-33, A-B, E-H) will be individually lit with 1 LED exhibition light. There is also general lighting for the whole room.*
- **When can I arrive/set up?** *If you're arriving by public transport, or you're not bringing your vehicle on-site then you can arrive and set up anytime on the Friday between 9am-3pm. You must be ready and set up by 3.30pm so we can make safety checks and Hoover before opening to the public at 4pm. On the Saturday & Sunday you can arrive anytime from 9am; we open to the public at 10am on each of those days.*
- **Is there parking?** *We have limited parking on-site, when open, we save it for those with mobility issues that book ahead. There is Free Parking on the streets surrounding the Landmark. You will have been sent info on booking your drop-off slots for the set up day. Please follow the instructions of the parking attendant at all times. You then remove your vehicle to the surrounding streets. You can come back to your stand and spend the rest of the day setting up.*
- **What happens on the Sunday evening at closing time?** *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.*
- **What refreshments are available?** *During set up on the Friday we will make free Tea/Coffee available (help yourself) behind the bar, until around 3pm. It will reopen at 4pm for the opening night. On the*

opening night please do not bring your own wine, you will receive a FREE drink voucher in your welcome pack, after which further drinks & snacks will be available at full price from the bar/café which is in operation throughout the event. Lunches, cakes & snacks are being served Sat & Sun.

- **I don't have a card machine; will you take payments for me?** *Yes, we can offer that. In your Welcome Pack you will have a few Sales Slips inside should you need to use them; we will have more at the front desk, just ask! Please note a 10% charge is levied by the bank on the use of the card machine at reception. This also 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 if you use this option.*
- **How do I invite VIPs/Friends/Family to the opening night?** *You will have been sent a link to the digital Opening Night Invite which you can download and use in any of your correspondence with your followers/family/friends/buyers/VIP's etc.. This ticket allows free entry for up to two people when presented on the Friday evening. It does not allow free entry on any other day. Direct link is here:
<https://www.landmarkartscentre.org/wp-content/uploads/2025/04/PIP25-Webflyer-PV.jpg>*
- **Do you have any promotional materials I can use?** *You will have been sent a link to all those materials in an email, but here it is again should you need it (there you can download the 2for1 flyer, general poster, social media files etc...):
<https://www.landmarkartscentre.org/accepted-exhibitors-further-info/>*
- **Do visitors need to prebook admission tickets?** *No, they can also just turn up on the day pay on the door! It saves them £1 if they do decide to book online in advance, however they can also save money on the day by using the 2for1 flyer with a friend/family.*
- **I intend to have a friend looking after my stand for a few hours, do they need an exhibitors badge?** *Yes, they can collect a spare exhibitors badge from the front desk when you arrive with them on set up on Friday, or if they're coming on another day/time then please*

give Abigail their name and day/time of arrival so the Front Desk can have their name in advance.

- **I can no longer attend the fair as an exhibitor, what is your cancellation policy?** *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.*

- **Do you have an area for promoting other printmaking/book arts events, venues, classes etc..?** *Yes we will! Please bring along a poster / flyers etc... of any upcoming events you're attending, any info on local and national print studios, book art studios, paper suppliers, classes coming up etc...*

- **Is the space Accessible?** *The building has been adapted for wheelchair access except for the studio space (which is being used during the fair for SOME of the classes). The flooring is newly fitted hard wood. There are several steps up to the stage area where Stands O – X are located and where the Demo Area is; however, there is a lift for access on the right side; which users can either use themselves, or staff will be happy to help. 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, we will need their registration plate details and we will reserve them a space close to the ramp to the front door. If arriving from the road on foot/by wheel then please note that there is no formal path to the front door, and the road/car park surface can be uneven in places. If you, or anyone you're with, feels overwhelmed there is a small tree-lined nature area outside that is often quieter than inside, or if you ask a*

member of staff we can direct you to a suitable quieter area inside instead. Any questions ahead of arriving please don't hesitate to ask.