

### Terms and conditions for selling and exhibiting visual art works/handmade products.

The Westover Gardens Art and Makers Market in Lower Gardens is an opportunity for artists and craft makers to display and sell their own work. The definition of art and homemade products can be different for everyone. BCP Council considers the following acceptable for display and sale at Art & Makers Market:

- All paintings, sketches and drawings
- Photographic Art Work (framed, mounted, boxed canvas or card / board printed)
- Handmade craft works (jewellery, pottery, ceramics, sculpture, glass works, wood works, puppets, cross stitch / tapestry works. – (All must be handmade by the exhibitor)
- Homemade products, which may include stationary, textiles, wellbeing, gardens and flowers, local food produce in jars/packages etc (but no hot food or alcohol).
- Plants

Exhibitors, whether individuals or organisations, must display their own works only, which may be for sale or exhibition. Copies and reproductions of the artists own works are permitted providing that if they are paintings or photographs they are mounted and they may be kept in a browser. All work must be professionally presented and well-displayed.

The exhibition will be open to the public from Fridays, Saturdays and Sundays 10am to 5pm daily. These are minimum hours and may be extended by agreement of the Council and the Site Manager (Picnic Park Deli). Exhibitors can arrive to set up from 9am. All exhibitors must arrive by 9.30am in order to secure their pitch, set up and must have left the site 30 minutes after closing.

The market is only cancelled in severe bad weather (this would be when Picnic Park Deli would also close): you will receive an email confirming any cancellation before 9am on the given day. There will also be an announcement on the Art & Makers Facebook page in this situation. **Please note: Pitch bookings are not refundable but will be transferable to another date.**

### Payment of fees

Exhibitors with advance bookings are required to pay the fees in accordance with the published prices. Where payment is not received by the appropriate date any further advanced booking will be cancelled and any deposit forfeited. If a booking is subsequently cancelled by the exhibitor **no refund** will be allowed unless four weeks' notice is given. All Exhibitors will receive a booking confirmation notice, and should have this with them at all times at the site and must produce this if required by the Council or the Site Manager. If an exhibition stand remains vacant at 9.30am the Site Manager has the authority to re-let the stand. Should an exhibitor fail to exhibit on two consecutive days without notice, the Site Manager has the authority to re-allocate the Exhibitors booked stand(s) during the remainder of that week. Additional stands may be available from 9.30am daily and can be hired through the Site Manager for which an additional charge will be made at the appropriate daily rate.

### Display stands

The display stands are approximately 2.4m x 3.04m (8ft X 10ft) with a canvas roof. There is a metal pegboard backing with 4.8mm (3/16<sup>th</sup>) diameter holes.

- Display stands are allocated on a first come first served basis.
- There is no guarantee that you will be allocated the same stand every day of your booking.

### Opening Hours

- Requests for certain stands will only be considered for medical reasons and during times of low bookings.
- Works may only be exhibited within the display area hired.
- Any extension of selling area will be charged at the full price for one or more stands depending on the area used.
- Any person extending the selling area outside of the exhibition area will be asked to remove their display and may be asked to leave the exhibition completely. In these circumstances, no refund will be provided.
- Occasionally the Site Manager will offer the opportunity to expand the display area onto an adjacent free stand.
- Exhibitors must provide their own hooks for attaching art work to the pegboard display area (4.8mm, or 3/16" diameter holes).
- Hooks can be purchased from most shop fitting retail outlets. Hooks are 19.05mm to 25.4mm (3/4 inch to 1 inch) peg board hooks.
- Shelving may be attached to the pegboard display area.

### Storage/Protection

A canopy is provided above each stand, providing limited protection to exhibited works during inclement weather. Any person wishing to bring onto the site a storage box must ensure that if new, it is limited to 914mm x 457mm (36" X 18").

Overnight storage accommodation is ONLY available to artists exhibiting Friday, Saturday & Sunday and subject to availability. People not exhibiting everyday will be asked to remove their property from the storage facility. The Site Manager will supervise storage. Exhibitors remain responsible for their property at all times. BCP Council, its agents and the site manager will not take responsibility for any injury, damage or accident to the person or property of any exhibitor taking part in the Exhibition, except where and to the extent that such claims arise directly from the negligence of the Council or any of its employees or agents.

### Applications

Pre booking is essential.

### Production of works

## Terms and Conditions of Art and Makers Market, Westover Gardens



Artists are allowed to produce their work within their stands. No other exhibitor is to be inconvenienced by any individual or group and the public's safety must be maintained at all times. Work must be finished before it may be sold.

### **General**

All exhibitors are expected to behave in a respectful, polite and fair manor to both members of the public and other exhibitors. Should an exhibitor fail to observe this, they will be asked to leave the site for the remainder of the day. If there are subsequent reports of behaviour that is not in keeping with the ethos of the exhibition after the first occurrence, the exhibitor may be asked to leave the exhibition and not return. In either case, no refunds will be made available and all outstanding invoices will still be payable. The site manager or the Council's Authorised Officer's decision is final.

### **BCP Council through its authorised officer or the Site Manager (Picnic Park Deli) reserves the rights to:**

- Reject an application
- Reject any work considered undesirable for the public display on account of execution or subject, or in direct contravention of local byelaws. (Please note that the exhibition area is within a very busy town centre park and so children and young people are present.)
- where doubt arises as to whether an Exhibitors' work is their own original or limited edition work, that the responsibility remains with the

Exhibitor to demonstrate that it is.

- On having reasonable grounds, require an exhibitor to remove an item(s) of work from the area immediately

- **The Council's Authorised Officer's decision is final in all matters.**