

**TERMS and CONDITIONS**  
**Rotary Charity Art and Craft Fair**  
**27 - 29 October 2023**

**The Rotary Charity Art & Craft Fair, organised by the Rotary Club of Reading Maiden Erlegh, will be held at Leighton Park School, Oakview, Pepper Lane, Reading, Berkshire, RG2 7DJ**

<b>Friday</b>	<b>27 October</b>	<b>5pm - 7:30pm</b>	<b>Preview Evening</b>
<b>Saturday</b>	<b>28 October</b>	<b>10am - 5pm</b>	<b>Public Viewing</b>
<b>Sunday</b>	<b>29 October</b>	<b>10am - 4pm</b>	<b>Public Viewing</b>

### **Registration**

Exhibits and sale items must be the original work of the entrant.

Entry forms, with the appropriate fee, must be submitted to the Exhibition Administrator by 18th October 2023. If space is available late entries may be accepted after this date. Entries may close prior to 18<sup>th</sup> October if display capacity is reached.

**Artists** may exhibit a maximum of six framed artworks or browsers.

### **Ceramicists and craft makers**

- Table(s) will be provided by The Rotary Club of Reading Maiden Erlegh.
- Table size: 6ft x 2ft
- Table covering will be provided by ceramicist/craft maker.
- Provide an itemised list of items for sale when checking-in. This list will be used to record sales of items. Form may be downloaded from website.

### **Payment**

Payment required at the same time as submission of the entry form.

#### **Bank Transfer**

Rotary Club of Reading Maiden Erlegh

Account 00093976

Sort code 40-52-40

Reference RCAF + your last name, e.g. RCAF Smith

#### **Cheque**

Payable to *The Rotary Club of Reading Maiden Erlegh* with your entry form.

Send to Exhibition Administrator, 7 Reading Road, Woodley, Berkshire RG5 3DA.

The entry fee is non-refundable, even if an item is not delivered for exhibition or withdrawn. There is a minimum charge for entry of £10.

### **Profile Package for Artists**

Artists may choose to have all their artwork displayed with a CV profile, a personal photograph or a photograph of their work. An additional fee of £11 is applicable. When an artist's entry form has been accepted, s/he will be asked to email the Exhibition Administrator ([readingcharityartfair@gmail.com](mailto:readingcharityartfair@gmail.com)) a description of themselves and their works of artwork - not exceeding 150 words. Photographs should be in jpeg image format. These will be displayed in a standardised layout - A4 size and laminated alongside the artwork.

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**Artist Pre-Fair Guidance**

- ✓ Exhibits must be original work of the entrant.
- ✓ **Artwork** must be labelled on the reverse side with
  - artist name
  - telephone number or email
  - artwork title with medium
  - sale price
- ✓ Items not for sale are to be labelled NFS.
- ✓ Once entry forms have been submitted no change of price is permissible.
- ✓ The Exhibition Manager may permit an alternative item to be exhibited where a previously entered item has been sold prior to the exhibition.
- ✓ All artworks should have hooks and eyes, taut cord and be ready for hanging.
- ✓ No clip frames are permitted.
- ✓ **Browser** artwork should be mounted and covered with cellophane or film and labelled in the same way as hung items.
- ✓ **Browser** artwork will be displayed in racks.

**Ceramicists & Craft Maker Pre-Fair Guidance**

- ✓ Label individual pieces with your name, price and reference number of the piece. A small sticky label can be used for this.
- ✓ Please make sure that EVERY piece is clearly marked and details correspond with the Stock Sales form.

**Care of Artwork**

Whilst reasonable care is taken with all items submitted for exhibition, the organisers cannot accept responsibility for loss or damage however caused. If you wish your work to be insured this is entirely your personal responsibility.

**Display of Artwork**

The organisers reserve the right to display artwork at their discretion and may not group an artists' work together. The organisers reserve the right to reject an item for whatever reason on delivery and return the appropriate entry fee.

**Delivery/Set Up of Artwork, Ceramics and Craft Items**

Delivery to Oakview Centre, Leighton Park School, Pepper Lane, Reading, Berkshire, RG2 7DG

Artwork	Thursday	26 October	10:30-17:00hrs
	Friday	27 October	09:00-13:00hrs (by request)
Ceramics & Craft	Friday	27 October	11:00-15:30hrs

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**Collection of Unsold Artwork/Disassemble of Ceramics and Craft Tables**

Unsold artwork will be removed from display by the artist. No item may be removed from the exhibition prior to this time, whether sold or not, other than in exceptional circumstances and only when approved by the Duty Manager.

Artwork	Sunday	29 October	17:00-18:00hrs
Ceramics & Craft	Sunday	29 October	16:00-17:00hrs

**Sale of Artwork, Ceramics and Craft**

Purchasers will be required to pay the sale price in full at the time of purchase. Payment may be made by debit/credit card or cash.

**Sales commission**

A commission of 25% will be deducted from the sale price of all items sold and no item displayed may be sold directly by the artist without payment of commission. Where an artist undertakes a commission for a client who makes initial contact at the Reading Charity Artwork and Craft Fair, the artist agrees to pay a commission of 25% of the sale price to the Rotary Club of Reading Maiden Erlegh on completion of the client's commission.

**Sold Artwork, Ceramics and Craft**

Sold artwork will be removed from display by official stewards for collection by purchasers.

Sold artwork will be collected **16:30-17:00hrs, Sunday 29 October.**

Sold ceramics and craft may be taken on payment.

**Security of Artwork**

All artwork, both sold and unsold, will be checked by the collection officers at the end of the exhibition prior to removal from the hall. Any item not collected at the end of the exhibition will be stored by the Exhibition Administrator. A fee of £5 per day per item will be charged. Collection of any stored works must be arranged with the Exhibition Administrator in advance of collection.

The exhibition hall will be closed to access **16:00-17:00hrs on Sunday 29 October** in order that sold artwork can be gathered by officials for collection by buyers.

**Warranty**

The Rotary Club of Reading Maiden Erlegh acts as agent for individual artists, ceramicists and craft makers. The Rotary Club of Reading Maiden Erlegh does not accept responsibility for the quality, description or any other matter in connection with a purchase. Items are sold as seen. Queries must be resolved with the individual artist, ceramicist or craft maker. Refunds for sold items cannot be made.

**Judging and Awards**

Artwork and ceramics will be judged by an experienced judging panel. Certificates will be awarded for the best entry in each section with runners-up receiving commendations. Winners will be announced at the evening preview event on Friday 27 October.

**Photography & Filming Please** see the statement at the bottom of the entry form about permission to use photography of your exhibits. If you **do not** want your exhibits photographed, please tick the box.

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**Privacy of personal data**

The Rotary Club of Reading Maiden Erlegh promise to respect the confidentiality of any personal data you may share with us - for example name, address, phone number, email address and so on. We pride ourselves on our openness and honesty so will always be clear how, when and why we collect and process your information. We will not do anything with your details that you would not reasonably expect, and we will not divulge those details to any third party without your prior permission.