

TERMS and CONDITIONS Reading Charity Art and Craft Fair

The Reading 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

Friday	24 October	7pm - 9:30pm	Preview Evening
Saturday	25 October	10am - 5pm	Public Viewing
Sunday	26 October	10am - 4pm	Public Viewing

Registration

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

Entry forms, with the appropriate fee, must be submitted to the Fair Administrator by 17 October 2025. If space is available late entries may be accepted after this date. Entries may close prior to 17th October if our display capacity is reached.

Artists may exhibit a maximum of six framed artworks or browsers. Browsers are limited to 2 per entrant - who must also submit hanging artwork.

Payment

Payment is required with the entry form. Details of how to pay are on the entry form which can be downloaded from the web site.

The entry fee is non-refundable, even if an item is not delivered for exhibition or withdrawn.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.

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 Art 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.

Entrants' Profiles

We will have ring binder(s) with profile sheets about entrants available for interested visitors to read. Entrants are invited to email the Exhibition Administrator with a description of themselves and their works - not exceeding 150 words. Photographs should be in JPEG image format. There is no charge for this.

Artist Pre-Fair Guidance

- 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.
- 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 must have hooks and eyes, taut cord and be ready for hanging.
- No clip frames are permitted.
- Browser artwork must be mounted on card, be covered with cellophane or film and be labelled in the same way as hung items. Browser artwork will be displayed in racks.

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Table entries

- Table(s) will be provided by the Rotary Club of Reading Maiden Erlegh.
- Table size is approx 6ft x 2ft
- Table covering will be provided by the exhibitor

Sales Process

All hanging artwork and browsers are sold via the sales desk. Entrants with tables have two choices:

- 1) Stay with your table (preview, Saturday and Sunday) and manage all sales yourself. At the end report your sales to the sales desk and pay your commission.
- 2) Put an itemized label on all your items with so they can be sold through the sales desk. You will be given a code to include on the labels (so that we can distinguish between exhibitors). Provide an itemised list of items for sale. This list will be used to record sales of items. The form may be downloaded from the fair's website.

Cards

Entrants can each supply up to 15 cards (or packs of cards) of their work for sale by the sales desk. Each must be covered and clearly labelled with the entrant's name and price. There is no entry fee but the usual sales commission applies. We will supply the carousel and/or other display stands.

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

Artworks	Thursday	23 October	10:30am - 4:00pm
Ceramics and Craft	Friday	24 October	11:00am - 3:30pm

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	26 October	5 - 6pm
Ceramics & Craft	Sunday	26 October	4 - 5pm

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.

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 26 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 26 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.

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.

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. 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.