

Cranleigh Arts Centre



Christmas Crafted 2016 Terms and Conditions

About the Sale:

From 14th to 21st December 2016, the gallery will be holding the second Christmas Crafted gift fair. This is an additional opportunity for artists and makers to make last minute sales of gift items before Christmas. Artists will be able to submit up to 10 items into the sale. There is no requirement for artists to be in attendance during the fair as the Centre is fully staffed and all sales are handled through the Box Office.

Closing date for Entry:

All entry forms must be submitted to the Arts Centre by 4.30pm on Friday 18th November 2016.

Submission and Selection:

Artists are able to submit a maximum of 10 pieces. The Arts Centre team will be responsible for the display of all items.

Preparing artwork for display

Artists should note that this is an Gift Fair and NOT a formal exhibition .

All artwork must be for sale.

All artwork must have a label attached with the following details: Artist Name, Sales price of item (this must include VAT and 25% commission) item description (if not obvious).

Artwork for wall hanging should have D ring fixings and be strung across the width of the work.

Heavy items will need a separate display stand to be supplied by the artist. Clip frames, metal frames and damaged frames are not acceptable.

Fees and Charges:

A commission fee of 25% + VAT on the total amount on all sales will apply.

Cards

Cards are welcome – up to 10 per artist, sealed in a cellophane bag with a small label with artist name and price should be fixed to the back.

Delivery and Collection of Artwork

Delivery of artworks to the Arts Centre will be on Tuesday 13th December between 1pm and 4pm only.

Collection of unsold work will be on Wednesday 21st December at 4.00pm or between during normal opening hours 10.00am and 4.30pm between 3rd and 7th January 2017..

Please ensure you keep your receipt to collect your work.

Sales and payment.

For "Christmas Crafted" there will be a charge of 25%+ VAT commission taken on sales.

The calculation for this as prescribed by HMRC is:

Artist Fee	-	£100
Commission at 25%	-	£25
Subtotal	-	£125
VAT* (multiply by 1.2)	-	£25
Selling Price	-	£150

Insurance

N.B: Exhibitors are responsible for insuring their own artwork. Cranleigh Arts Centre cannot be held responsible for damage, loss or theft of any artwork or possessions of the exhibitor. Exhibitions insurance can be obtained at reasonable cost through Artists Network (a-n) at www.a-n.co.uk

Hanging and Display

The team at Cranleigh Arts Centre will be responsible for the hanging and display of all artworks in the exhibition.

Preview

There will be no preview for Christmas Crafted.

Publicity

Cranleigh Arts Centre will advertise the exhibition in as many ways as possible. The success of the exhibition and the future of the Gallery at Cranleigh Arts Centre rests on local artists spreading the word, and encouraging as many people as possible to come to the exhibitions. Please remember that Cranleigh Arts Centre Gallery is for all local artists and crafts-people, and only your support, will ensure its future.

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