

Terms and Conditions and Guidance Notes for Craft Exhibitors (Inside)

Venue: Inside TBC

Open to Public: Saturday, 21st September 10am – 5pm

(There is a possibility that the craft exhibitors will be offered the opportunity to also trade on Sunday 22nd if space is available within the Art Exhibition – we will inform you if this is the case and there will be no additional charge)

Set up and Take down:

- Crafter should be available to display their work on **Saturday 21st September from 8am and should be set up completely by 9.45am**
- All stands to be taken down on **Saturday 21st September between 5.00pm – 6pm**

Registration Fee:

- Your space can only be reserved when your payment has been received.
- A registration fee of £30 is charged for one table measuring 6ft x 2ft.6in These fees include: venues, hire of display tables, public liability insurances, festival operations, full advertising/marketing under the Festival Promotional Campaign etc.
- Once your application has been confirmed it is only secure for 14 days when we must receive payment. If payment is not received in 14 days, we cannot guarantee your booking.
- If paying by BACS, please use LAF Crafts as a reference.
- **Bank Details:**
Account Name Lindfield Arts Festival
Sort Code: 401165
Account Number: 20032646

Guidance Notes

- There will be no commission payable on sales.
- You warrant that the work will contain nothing obscene, blasphemous, libellous or otherwise unlawful and will not infringe the copyright or any other rights of any third party – the curators have the right to remove any work which does not comply.
- Please also be mindful when selecting work that this is a family event with the exhibition in a Primary School and work should not contain anything that is not suitable to be viewed by children.
- You warrant that you are either the sole owner of the copyright of the work and all items comprising the work, or you have written permission of the owner of the copyright of the work to be used in this exhibition

and for its use by Lindfield Arts Festival and the use of any photographs of the work, or part of it, as we see fit in publicizing the exhibition.

- Risk assessments must be provided if requested.
- Artists may display business cards, leaflets etc.
- Crafters must be present over the weekend should deal directly with customers. Each crafter is responsible for organizing delivery/collection of sold work.
- Your images, name and website details will appear on the Festival website.
- All packing materials and rubbish should be removed by exhibitors from site.

Please contact the following if you have any queries:

enquiries@lindfieldartsfestival.com. Please put **CRAFT (INSIDE)** in the subject box