

# Terms and Conditions and Guidance Notes for Craftspeople

Venue: Newcombe Hall, King Edward Hall (to be confirmed)

Open to Public: Saturday 21st 10.00am – 5.00pm

- Your space can only be reserved when your payment has been received.
- Set up and Take down: Craftspeople should be available to install their work on Saturday, 21st September before 10am. Pack up between 4pm – 5pm.
- A registration fee of £30 is charged for one bare table (craftspeople to dress this themselves) 1m long x 0.5m deep.
- This includes: venues, hire of display boards or 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 put **LAF Craft** 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 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.
- We reserve the right to cancel or alter pitch placements.
- Craftspeople should deal directly with customers.
- 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 ensure you promote your workshops amongst your contacts (see notes in General Guidelines on marketing)

**Please contact the following if you have any queries:**

[enquiries@lindfieldartsfestival.com](mailto:enquiries@lindfieldartsfestival.com) - Please put **CRAFT** in the subject box.