

Art at the Altar - Guidance notes

23 – 25 November 2017



PREVIEW EVENING & YOUR ROLE

Preview evening - Wednesday 22 November, 7.30 to 11pm.

Please arrive at 7pm - we will give you an exhibitors name badge, and a helpers role for the evening, ie helping visitors, gift wrapping, keeping the exhibition tidy etc.

The preview is always well attended and a good selling night.

Please bring at least 2 visitors and enjoy the mulled wine, music and a great atmosphere.

VOLUNTEERING & ROTA

Our art shows are totally run by Hens Teeth members, exhibitors, volunteers and friends. You have indicated the most suitable time for you to help on the rota/application form - once the rota is finalised we will email this to you.

Please advise if there is any change/problem by emailing us via the website - www.hensteeth.org.uk.

Help with set-up and dismantling is also welcome.

CHARITY ART RAFFLE

Please give your contribution to Tina Green, a committee member, on set-up day.

The raffle makes a huge contribution to our charitable donations so thank you in advance!

CENTRAL PAY POINT & YOUR SALES

This is a curated exhibition managed by the committee.

All sales go through a central pay point where we also offer free gift wrap. Sales between exhibitors must go through the till. A 10% commission is deducted from all sales. This plus the proceeds from the raffle are donated to our chosen charity. Also there is approx a 2.5% charge for izettle for card payments. Cheques for work sold, minus the 10%, will be forwarded to you as soon as possible.

SETTING UP YOUR DISPLAY

St John's Church - Tuesday 21 November 12 to 8pm.

Members of the committee will be on hand to show you to your space and help you set-up if required.

Tables are approx 180x76cm covered with white calico cloths.

We also use items of church furniture - these areas are equivalent to table space.

We ask you to conform to our look - if you have your own display, please check with a committee member before set-up.

We label each artist space and require any personal advertising to be discreet.

We would also ask that the back of your display is presentable as it can often be on show.

We have limited access to electricity - advise if required. PAT tested appliances only.

Paintings and artwork can be displayed on easels behind tables, and on table easels.

Wall space is limited and will be apportioned fairly. All paintings with the exception of canvases must be framed, and have D rings and cord securely tied in readiness for hanging (no clip frames).

All artwork for display must be original or numbered limited editions.

All items must be the original creation of the entrant and must be for sale.

Items suspected of being bought in or not original or may infringe the copywrite of other artists will be removed.

The Hens Teeth administrators reserve the right to refuse to hang works that might be considered inappropriate in a church setting.

Please remove any wrapping and take it away, or store it neatly under your table.

Extra stock can be also kept under the table to replenish your display if required.

LABELLING & USING YOUR ARTIST NUMBER

All items must be labeled individually and securely. Unlabelled work cannot be displayed.

Labels need to clearly show your artist number, name and price.

Please put your artist number away from the price to avoid any confusion.

For pictures use luggage type labels that hang down below the picture when displayed.

Your label should include the price in a place where it can be removed or cut off easily whilst retaining your details. Many items are purchased as gifts and this information is an important part of the purchase.

Items for sale must be in whole pounds or pounds and 50p.

PUBLICITY

It is to the benefit to all exhibitors that details of the event are circulated via flyers, posters, email and social media.

Please distribute the flyers and eposters we will send you.

COLLECTION OF WORK/TAKE DOWN

Sunday 26 November at 5pm prompt.