



# AFFORDABLE ART TENT

May Fair on Richmond Green

10.00am - 4.30pm on Saturday 13th May 2017

## INFORMATION FOR AFFILIATED ART SOCIETIES AND ARTISTS

- Introduction:** Arts Richmond's Affordable Art Tent provides members of its affiliated Art Societies with the opportunity to exhibit their work (for one day only) at minimal cost to the large number of people attending the Annual May Fair on Richmond Green.
- Eligible artists:** Members of all Art Societies affiliated to Arts Richmond or individual members of Arts Richmond.
- Eligible work:** Mounted, unframed 2D original artwork in any medium, presented in protective transparent cover. Any subject (although local views are particularly popular). As space is at a premium, this year we will only accept works that will fit in a browser ie no boxed canvasses. No Giclee prints. Also: Maximum 20 Artist's cards and postcards for every artist submitting 3 or more works.
- Number of works:** **Maximum of 5 works.** We guarantee to exhibit at least one piece of work from each artist on the exhibition screens, but as there is always far more work submitted than we have room to display, the over-flow will be displayed in browsers.
- Submission:** Between 1pm - 4.00pm on **Friday 12 May** at the ETNA Community Centre.  
NB: Not on the day as in previous years.
- Collection:** Between 2pm-5pm on **Monday 15 May** at the ETNA Community Centre.  
NB: Not on the day as in previous years.
- Cost:** £2 per item, payable when work is handed in. Plus (no charge) up to 20 cards per artist (priced in round numbers please. eg: £2, £2.50 etc)
- Sales:** Please fill in the attached sales sheet prior to submission.  
To keep the work affordable only work under £100 will be accepted.  
Commission of 20% will be charged on all sales, plus 3% for credit card sales if necessary.
- Labelling:** Artists to label work on the FRONT, securely and legibly showing:  
Name of Society/Artists Name/Price (nothing over £100)/Title/Medium
- Insurance:** Although every care will be taken of works submitted for sale, Arts Richmond can not accept responsibility for loss or damage and artists are therefore advised to have their own insurance cover for their work.
- Contact:** Any queries may be addressed to the Arts Richmond office (details below).

ETNA Community Centre, Room 16, 13 Rosslyn Road, Twickenham, TW1 2AR

[info@artsrichmond.org.uk](mailto:info@artsrichmond.org.uk) 020 8892 9446 [www.artsrichmond.org.uk](http://www.artsrichmond.org.uk)

Arts Richmond is an independent charity supporting the arts in and around the borough of  
Richmond upon Thames

*Maximum quantity of cards per person 20*

*Prices in multiples of 50p*

*Greetings cards should be supplied with an envelope in a cellophane sleeve with price and name of artist on the back.*

*Post cards will sold at 50p each*

| Quantity | Price | Sales | Total Sold | Total | Collect |
|----------|-------|-------|------------|-------|---------|
|          | 50p   |       |            |       |         |
|          | £1.00 |       |            |       |         |
|          | £1.50 |       |            |       |         |
|          | £2.00 |       |            |       |         |
|          | £2.50 |       |            |       |         |
|          | £3.50 |       |            |       |         |
|          | £4.00 |       |            |       |         |

|            |  |  |  |
|------------|--|--|--|
| Office Use |  |  |  |
|            |  |  |  |

**DELIVER**

**Friday 12 May**

**Between 1pm and 4pm**

**COLLECT**

Collection of unsold cards

**Monday 15 May**

**Between 2pm and 5pm**

**ETNA Community Centre**

**Room 16**

**13 Rosslyn Road,**

**Twickenham,**

**Middlesex TW1 2AR**

*Cards carry no submission, commission or credit card charges.*

*All cards are submitted at your own risk.*

*CAPITAL LETTERS PLEASE THROUGHOUT*

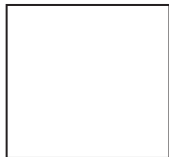
NAME SOCIETY OR GROUP.....

NAME OF ARTIST.....

ADDRESS.....

.....

PHONE.....EMAIL.....



# Arts Richmond

# Affordable Art Tent

# SALES SHEET

Bring this form together with artwork and fee (£2 per item, max 5 items)  
 Cheques made payable to Arts Richmond

|                     |
|---------------------|
| Total Fee<br>£..... |
|---------------------|

*Please copy this form when you have filled it in and bring this with you when you collect your work.*

| TITLE OF WORK | Price* | Payment Method |        |        | Sold/Collected |
|---------------|--------|----------------|--------|--------|----------------|
| 1             |        | Cash           | Cheque | C Card |                |
| 2             |        | Cash           | Cheque | C Card |                |
| 3             |        | Cash           | Cheque | C Card |                |
| 4             |        | Cash           | Cheque | C Card |                |
| 5             |        | Cash           | Cheque | C Card |                |

*\*Your price should include artsrichmond's 20% commission on all sales and a credit card fee of 3% if applicable.*

|            |  |  |  |  |  |
|------------|--|--|--|--|--|
| Office Use |  |  |  |  |  |
|            |  |  |  |  |  |

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**Friday 12 May**  
**Between 1 pm and 4pm**

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**Monday 15 May**  
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**ETNA Community Centre**  
**Room 16**  
**13 Rosslyn Road,**  
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**Middlesex TW1 2AR**

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NAME SOCIETY OR GROUP.....

NAME OF ARTIST.....

ADDRESS.....

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PHONE.....EMAIL.....

