



# AFFORDABLE ART TENT

May Fair on Richmond Green

10.00am - 4.30pm on Saturday 11th May 2019

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## INFORMATION for AFFILIATED ART SOCIETIES AND ARTISTS

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- 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 10th May** at the ETNA Community Centre. NB: Not on the day as in previous years.
- Collection:** Between 2pm-5pm on **Monday 13 May** at the ETNA Community Centre. NB: Not on the day as in previous years.
- Cost:** £3 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 applicable.
- 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** cannot 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

020 8892 9446

www.artsrichmond.org.uk **Reg Charity 251359**

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

# Arts Richmond

# Affordable Art Tent

# SALES SHEET

Bring this form together with artwork (£3 per item, max 5 items)

Bank transfer - ArtsRichmond, Co-operative Bank

Sort code: 08-92-99 Account: 65130096

Cheques made payable to Arts Richmond or cash.

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

1	2	3	4	5	TITLE OF WORK	Price*	Payment Method			Sold/Collected
							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				

**DELIVER**  
**Friday 10 May**  
**Between 1 pm and 4pm**

**COLLECT**  
 Collection of unsold work  
**Monday 13 May**  
**Between 2pm and 5pm**  
**ETNA Community Centre**  
**Room 16**  
**13 Rosslyn Road,**  
**Twickenham,**  
**Middlesex TW1 2AR**

*All work submitted is at your own risk.*

CAPITAL LETTERS PLEASE THROUGHOUT

NAME SOCIETY OR GROUP.....

NAME OF ARTIST.....

ADDRESS.....

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

