

GLAZIERS ART FAIR 2016 EXHIBITOR FAQs – Information correct as at 11 April 2016.

When will the Fair be open? The fair will open for an Evening Viewing Reception from **6pm to 8pm** on Monday 24th October. It will be open to the public from **10am to 6.30pm** on Tuesday 25 October 2016 and from **10am to 4.30pm** on Wednesday 26 October. You should arrange for your stall to be attended during the evening reception and also when the Fair is open.

What do the stalls comprise? Each individual stall is a trestle table 6' x 2' 6", covered in deep blue or black baize cloth. Your storage space will be below the trestle table. Floor space may be available for larger installations – please enquire about specific needs. This year, we are **unable** to provide wall-hanging facilities and exhibitors should not hang or stick works or signs directly on the walls of the venue (however, last year, many exhibitors successfully brought in easels, free-standing wall-hangers and display equipment including video displays). Please let us know if you'd like to bring in large pieces of display equipment.

How many stalls will there be? We can accommodate 22 stalls on the ground floor (Banqueting Hall) and two stalls in the foyer. There is additional space on the first floor. This comprises 10 spaces in the River Room (including 5 window spaces), 18 spaces in the Court Room (3 window spaces, limited light) and one space on the first floor foyer. Please let us know if you'd like to be placed next to a particular fellow artist, if you require additional floor space or if you'd like two stalls next to one another (for larger displays £35 for each stall space plus reception fee). We will do what we can to help meet your requests. Window space is **very** limited and much sought after. It will be allocated in order of priority to: Glazier Livery members, BSMGP and CGS members; and finally previous Art Fair exhibitors.

May I bring my own stand and stalls? We will do our very best to accommodate you. Please bear in mind, however, that we aim to present a positive and cohesive environment at this event for everyone. To ensure this is achieved, our curators may wish to contact you about your proposals and discuss any required changes.

When do I pay for my stall? As a priority exhibitor, once we have received your application, we will process it as soon as we can and confirm that a space has been allocated to you. We will then email you confirmation and an invoice/request for payment.

May I Invite Commissions at the Fair? Exhibitors may consider displaying single larger or example art works to induce commissions. If you wish to do this, please may it clear you would like to exhibit a one-off or larger works on your exhibitor application form and we will be in touch about specific arrangements for these pieces.

What do I do if I need and bring specialist lighting? An extension lead will be provided for each stall. Electrical installations must be **PAT certificated** prior to installation and you must provide us with a copy of the certificate. We may also arrange for an electrician to be onsite during set-up afternoon (24 October) and will test/check equipment. Exhibitors are not allowed to plug in equipment until/unless tested or already certificated. Please let us know if you'd like to bring in specialist lighting.

Will there be a printed catalogue? It is intended that there will be a printed programme as well as an online/ e-version.

Can I accept Debit/credit card payments? You are welcome to bring hand-held or portable card payment machines. Increasingly, visitors expect to be able to pay by debit or credit card and this may help your sales. Glaziers Hall Ltd has wi-fi throughout the building. Do not forget a charger.

When can I set up my stall? We expect that the Hall will open for stall set-up from 10.00am on Monday 24 October. Please see below for unloading and loading arrangements.

When can I dismantle my stall and when must my work be removed from Glaziers Hall? All stock and artworks must be removed from the premises by 8 pm on 26 October unless agreed by prior arrangement. It is your

responsibility to do this. Stock and artworks not collected or removed may be disposed of for the benefit of the Glaziers Foundation.

What about access to the venue for loading/unloading stock and artworks? There is vehicular access to Glaziers Hall from Montague Close for unloading and loading only. We will work out loading/unloading schedules nearer the time of the Fair.

Parking. There is no parking at Glaziers Hall, but information on local car parking facilities may be found by Googling "Parking SE1". Also, you might like to look at: <https://www.yourparkingspace.co.uk> or <https://www.justpark.com/> (other parking options are of course available – these are suggestions, not recommendations).

Will there be any refreshments on site? A green room will be provided where exhibitors may consume their own refreshments. Tea, coffee and light refreshments will be on sale to the public and exhibitors during the exhibition. There are numerous restaurants and food & beverage sellers close by on Montague Close (also at Borough Market and at London Bridge) to suit all pockets.

Is there disabled access? Glaziers Hall has step-free ground floor access and there is a lift to the first floor. A lavatory for disabled use and a cloakroom is accessible on the ground floor.

What is the insurance position? You are expected to have PI insurance in place for the duration of the Fair (including for set-up and take-down) and provide us with a copy of the insurance certificate once your stall booking is confirmed. Examples of providers of such insurance can be found here: <http://craftinsurance.co.uk/>, <http://loveartinsurance.co.uk/art-fair-insurance/> and <http://graham-sykes.co.uk/> (these are suggestions, not recommendations – other providers are available).

We recognise the unique and fragile nature of many of the exhibits. Neither the Glaziers Company, OUS London or Glaziers Hall Ltd accept any liability whatsoever for any damage however caused to any works exhibited at the Fair, including during event set up, closing and dismantling and for the duration of the Fair itself. You are also responsible for insurance of your work, belongings and that of your business or gallery. Exhibitors are therefore most strongly advised to insure their work for the whole period from despatch or delivery until the end of the Fair and your exhibits leave Glaziers Hall.

Exhibitor/Stallholder obligations

As with last year, we expect you to exhibit high quality original works or reproductions where you hold the right to reproduce. We expect you to maintain and keep tidy your stall or exhibition area and follow instructions or advice from representatives from the Glaziers Company, OUS London, GHL or their associates to maintain the overall look and quality of the venue.

Do you provide Wrapping and bags?

Exhibitors and stall holders are responsible for providing their own wrapping, packaging and bags for customers and sales.

What is Commission on sales?

For you at this second Glaziers' Art Fair, commission is **0%**. Exhibitors will not have to remit a percentage of the selling price to the organisers. The position will be reviewed for future Fairs.

What is The Glaziers Foundation? The Glaziers Foundation is the Company's charitable arm. The Glaziers Foundation is a registered charity, number 1143700. Charitable activities include support for stained glass conservation work, operation of the Stevens' Competition for emerging glass artists, the Glaziers Cutter Trust, and the London Stained Glass Repository. We also have an apprentice scheme.