

Big Makers Fair: Terms & Conditions

What are the requirements/responsibilities for Members taking part?

When you sign up to the Big Makers Fair, you are also agreeing to:

- Read all guidelines and emails carefully, keeping copies for your own reference
- Any and all event terms and conditions
- Open, read and promptly act on any organisation emails
- Take responsibility for your own diary, participation and administration, including making arrangements for any periods when you may be away. Herts Visual Arts cannot organise this on your behalf.
- Take out 2023/2024 membership prior to initial registration
- Have an up-to-date HVAF Gallery
- Make sure work meets display requirements
- Meet all commitments promptly, including hanging day and collection
- Make sure no work is taken away, packed or otherwise leaves the Art Fair unless it has been sold/recorded or until after the Big Makers Fair has formally closed
- Images taken of you/your work may be used for publicity
- To supply a complete list of work and other requested information on setup day
- Make sure your insurance suits your circumstances, including for loss or damage
- Help promote the event through your own advertising
- Notify Herts Visual Arts immediately of any unavoidable detail changes

What kind of work can I display?

The work must be your own and made by you. It must fit the themes and ethos of Herts Visual Arts and the Big Makers Fair. It must be safe for visitors and suitable for a general audience, including children. No other extra items can be brought to the Big Makers Fair without prior written permission.

What are the fees?

Members pay a fee to participate. There is no commission on sales, but any sales made using a credit card will be subject to the credit card handling fee at the time. £75 for floor space, with a chair and 2m table supplied

- **NOTE:** Table Members must bring their own covers that:
 - o Are ironed and suitable for the setting
 - o Reach the floor on 3 sides so that nothing is visible under the table.

Fees:

The above fees apply to all participants. Payment is taken to mean agreement with the Requirements and Responsibilities and Terms and Conditions. Step 1 Registration (expression of interest) is a commitment to take part if selected.

There is no commission on sales, however, selling Members may like to consider a donation to support HVAF.

Refunds:

- (A) Cancellation within 7 days of payment: full refund
- (B) Cancellation 7 or more days after payment: no refund.

Administration fee:

Exceptionally, an administration fee of up to £20 *and/or possible exclusion from a future Big Makers Fair* may apply to individual Members who, in the opinion of the organisers:

Big Makers Fair: Terms & Conditions

- Repeat event registration without participation, or cancel their entry after 14 days from fee payment
- Need reminding, or fail to supply requested information in the required format or by specified deadlines
- Fail to promptly pay for a registered place, despite reminders
- Attempt to circumvent any of the arrangements or requirements for work or terms and conditions
- Have their entry cancelled by HVAF because of lack of response, missing or late information
- Fail to check in or check out at the beginning/end of the Big Makers Fair
- Arrive late for set-up.
- Bring work that the Big Makers Fair/HVAF committees feel is not suitable (content, labelling, safety etc.)
- Do not meet specified guidelines for wall hanging/display/labelling, or other requirements
- Remove work early, removes work without notifying organisers, to pack up/leave early
- At take-down, arrives late, fails to arrive or has to be reminded.

HVAF decisions are final.

What is included in my entry fee?

- downloadable promotional materials for your personal use
- targeted press and social media promotion and coverage.

What about publicity materials?

There will be printed and online marketing materials available for you to promote the exhibition/your work. Please use the Big Makers Fair logo and graphics to promote your participation, and publicise the event on your own social media, web sites or in other promotional activities and materials.

HVAF will promote the Big Makers Fair through a Press Release, local leafletting, our web site and social media.

There will be a Big Makers Fair catalogue given to every visitor (and promoted online). To be included in this catalogue Members must provide information promptly. For Social Media, use #BigArtFair

About Sales

Please keep a record of your sales during the weekend and provide this to the organisers at the close on Sunday,

- ensure any work leaving the Art Fair is doing so because of a valid sale
- measure the overall success of the event.

We encourage customers to take their purchases with them.

How do I label and potentially pack my work?

Labelling is critical in ensuring that your work can be correctly identified (and hopefully sold) as yours and not someone else's. The organisers, customers and Members all rely on this.

All work must be clearly labelled with the artist's name, the title of the work and the price. This must be clearly visible for visitors to see and also firmly attached to the rear of the work itself, so that any purchaser has that same information to take away with them.

- Each table artist will be supplied with a table and chair
- All Members should bring suitable ironed table covers that reach the floor on 3 sides
- No packaging, spare, or other items to be visible to customers
- All displays must be secure, suitable and safe for the work you intend to bring
- It is up to the Members to decide how best to set out their work

Big Makers Fair: Terms & Conditions

- No work may be fixed/attached to the walls under any circumstances
- All tables, chairs must be undamaged at the end of the Fair.

Terms and Conditions

Herts Visual Arts Forum is run by volunteers. Please consider helping before, during, and after the event:

- walking around town distribution leaflets,
- clearing up at/after,
- joining in with the BMF organising team,
- generally helping at set-up,
- greeting visitors,
- helping at take-down,
- promoting the event before, during and after.

We recommend that you download and read both the full Application Guidelines (see Help and Resources) and Terms and Conditions (below) to familiarise yourself with our Big Makers Fair.

Website Terms and Conditions are on our website: <https://www.hvaf.org.uk/terms-and-conditions>.

Our Privacy policy are on our website: <https://www.hvaf.org.uk/privacy>.

Our community guidelines (including general membership Terms and Conditions) can be found here: <https://www.hvaf.org.uk/artists/documents>

The following are specific to the Big Makers Fair, and Members agree:

- Every effort will be made to ensure the accuracy of information included in any materials produced by Herts Visual Arts. Herts Visual Arts cannot be held responsible for any omissions or mistakes that occur
- Herts Visual Arts has neither responsibility nor liability for any business or other transactions that may arise from an artist being a member of Herts Visual Arts or taking part in the Big Makers Fair
- Herts Visual Arts accepts no responsibility for the actions of third parties who may make use of information published as part of the Big Makers Fair
- Entries that remain incomplete on the closing date may be rejected at the discretion of the organising team; this includes content or other information
- Failure to abide by any of the requirements may prevent participation in subsequent years and may result in an administration fee
- Information Members provide can be published in Herts Visual Arts website, South Mill Arts website and in various marketing materials, including 3rd party publications
- Copyright of any supplied images remains with the original owner. The artist confirms that they own the copyright of any image submitted as part of their Big Makers Fair application or that they have written permission from the copyright holder
- To grant Herts Visual Arts and other third parties a worldwide, irrevocable, perpetual licence to use supplied images in print, on the website, other electronic/other forms, in any publication, for the purpose of marketing or promoting Herts Visual Arts and the Big Makers Fair
- That any print materials, web site and other materials are the copyright and intellectual property of Herts Visual Arts and may not be reproduced or distributed without prior written permission
- Only fully paid-up Herts Visual Arts Members can take part
- Galleries will be up to date before the event registration is confirmed.
- to notify HVA immediately of any unavoidable changes

Big Makers Fair: Terms & Conditions

- If successful, Members will pay participation fees promptly and in full using the online instructions. Members may lose their place if payment is not made by any notified deadline
- BMF set-up must be completed 10am. Late arrivals will not be able to take part
- To arrange your own work, which must be labelled and/or wrapped according to event guidelines
- To supply a complete list of work and other requested information on setup day
- not to remove unsold work before BMF is officially closed on the Sunday afternoon
- Entries that remain incomplete at application closing dates may be rejected at the discretion of the organising team. This includes content or other requested information
- Registering interest is a commitment to take part if selected
- A £20 admin fee may apply to Members who register interest but do not meet other event commitments
- Cancellation after payment: (A) within 7 days of payment, full refund; (B) cancellation more than 7 days after payment, no refund
- There is no guarantee of sales
- Herts Visual Arts reserve the right to copy-edit/reformat submitted entries
- Herts Visual Arts reserve the right to accept/reject entries/content at their sole discretion. Our decision is final
- Entries received outside registration windows cannot be accepted
- Herts Visual Arts has neither responsibility nor liability for any business/other transactions that may arise from an artist being a member of Herts Visual Arts or taking part in any of our events
- Herts Visual Arts is not selling nor will it sell or act as an intermediary for or on behalf of our artists. It is not advertising work for sale, it is managing the event itself
- BMF Exhibition visitors must be able to contact you easily/directly via your Gallery page
- Members are responsible for the accuracy and suitability of any statements they make or content they upload while taking part in the Big Makers Fair
- Some aspects of this event may be subject to changes in COVID legislation and government guidelines outside HVAF control. As a result, guidelines, terms and conditions and the event itself may be subject to change without notice

Insurance and the practicing artist

Herts Visual Arts insurance covers Herts Visual Arts events and day to day operation. It covers Members when they are acting on behalf of or with the permission of HVAF – organising or taking part in events at the request of/with the knowledge of HVAF. It does not cover individual members for their own day to day business operations or actions in individual venues/businesses, or taking part in the Big Makers Fair. We are coordinating the event, providing promotional activities and facilitating opportunities for our members. We do not manage individual artists

Make sure you are adequately insured with suitable personal/public liability and loss/damage cover to suit your personal circumstances. For more details, see:

<https://www.hvaf.org.uk/artists/documents/hva-insurance-status>

What information do I need to supply at some point in the application process?

Contact Details: including email and telephone number for admin purposes only

Name: as you wish to appear in the publicity materials

HVAF Gallery web address: may be included as a way to contact you

Big Makers Fair: Terms & Conditions

Three-word personal description: describing you/your work, for example - ceramic, nature, history or knitwear, colourful, technical

On the day: a detailed list of work brought/displayed.

Helping Out: The Big Makers Fair is organised by volunteers for Members. If you can help on the day or beforehand, please let us know membership@hvaf.org.uk. BMF volunteer roles include:

- being part of the project team
- helping event setup on Saturday
- leafleting before/during BMF
- helping with clearing-up after the close.

Car Parking

There is parking at the venue but it is advised that these spaces are left free for visitors. There is plenty of free parking on the residential roads around the venue. Therefore you must unload your car and repark as soon as possible.

Saturday: Please unload your car promptly with the help of volunteers. Once your work is inside the hall, we ask that you quickly move your car to local parking before you organise your work to allow others to also unload.

Sunday: Please park locally while you prepare your work ready for loading. Once your work is ready and packed/stacked by the access door, you can go and get your car for loading.