**LIVING CRAFTS FAQ 2024**

**1 WHERE DO I FIND A PLAN OF SHOWGROUND SITE?**

This will be sent out by email before the show. It will include:

* which entrance to use to get into the showground
* the position of the HVA marquee, and
* the Exhibitors Car Park

**2 HOW DO I GET A VEHICLE PASS?**

These will be sent by email before the event as a PDF that can be downloaded and printed. The vehicle pass gives access to the showground for unloading your artwork and demo equipment, and to the Exhibitor Car Park.

**3 WHERE ARE THE EXHIBITOR PASSES?**

These personal passes will be available for collection on site on the set-up day and on subsequent days at the show entrance or from the Showcase Pavilion.

**4 DO I HAVE TO KEEP MY EXHIBITOR PASS ON ME AT ALL TIMES?**

You should keep your badge on you all the time. You might get a discount on food and drink, and visitors may be interested in what you do and come to look later.

**5 WHAT TIME SHOULD I ARRIVE TO SET UP?**

You must consider how long it will take you to unload and to set up your display. If you’re very particular about how you display your work or have a lot to put out, allow plenty of time. Access is from 8 am and cars have to move to the Exhibitors Car Park by 9.15, ready for visitors from 10 am.

**Can I bring my car onto the showground?**

You can drive up to the HVA marquee to unload but your car must be moved off site or to the free Exhibitors Car Park by 9.15 am before the event opens to the public. Cars can be brought back to reload once the show closes and all visitors are gone. Listen out for announcements.

**Can I bring a friend along to help me?**

If you need help to bring your things or set up your display, you can have a helper for that, but they must then leave the site or get a visitor ticket. There isn’t enough room for helpers in our marquee – it’s only 6 metres square, so once we add the display tables and grid wall, space is limited. The free area in the centre is for visitors!

**6 WHAT’S PROVIDED FOR ME ON SITE?**

The HVA marquee will be set up already and accessible from 8 am. The display tables, table covers, and grid wall panels will be already in place, and artists will choose their position in the marquee on arrival. There will be enough chairs for one per exhibitor and 4 spare chairs for visitors.

**IMPORTANT:** If you mark the table cover, please take it away to wash. Spare covers are available, but if these are running low, please notify the lead artist for the next day.

Please note: The display arrangements in the marquee cannot be changed.

**7 WHAT SHOULD I BRING?**

Always useful: BlueTak, scissors, tape, bubble wrap, business cards, calculator, risk assessment, proof of Public Liability insurance cover, notepad and pen to record sales, cash float.

For your display: plan in advance what you can fit on the 6’ x 2’ table and 65 cm x 186 cm grid wall while allowing enough space for you to demonstrate alongside the display of finished work.

In front of your table: a browser for unframed work; or a field easel to stand and paint.

Greeting cards can be sold from boxes or on a stand on the table.

**Can I bring a free-standing card display stand?**

Yes, to use outside the marquee - if the weather’s good. There isn’t enough floor space for free standing card displays inside the marquee.

Any such display unit must be shared with any other artists who are selling cards that day. If the weather changes, it must be taken down and stored in your car. It could be windy; so make sure you anchor the stand firmly.

**Can we have outside demonstration tables?**

Yes. If the weather is kind, this is a great way to attract visitors. It’s up to the group on each day to decide if they want to bring any extra tables. 2 or 3 tables could be shared to take demos out to the visitors. They must be easy to take down and store; if it rains, they may need to be taken to your car.

**Are there any charges for the day?**

Taking part and the Exhibitors Car Park are free. 15% commission is payable on sales to Living Crafts UK. (See Sales and Commission below).

**8 WHAT SHOULD I WEAR?**

Check in the ‘Last Minute Insider News’ for an update on the ground conditions. Wear sensible footwear and layers of comfortable clothes with a shower/water-proof coat if rain is forecast.

**9 WHAT SHOULD I DO IN THE MARQUEE?**

Work as a team; be helpful to all the other participants; lend a hand as needed. Be friendly and welcoming; engage with any visitors; showcase your work and techniques; promote Herts Visual Arts; behave professionally. Aim to demonstrate and talk about what you do to create your work – the tools, the techniques, the materials, and the challenges maybe.

**10 CAN I WANDER ROUND AND VISIT OTHER MARQUEES?**

Everyone can leave the marquee for a comfort break, to get a drink or for a bite to eat. Organise this with the others on the day, leaving some people to 'hold the fort' for a short while and deal with anyone who wants to buy something.

**11 RISK ASSESSMENT AND PUBLIC LIABILITY INSURANCE**

HVA’s risk assessment for this event is in Living Crafts Resources on our website and has been sent to the organisers. HVA has Public Liability Insurance which covers the event in general. Each individual participant should complete a Risk Assessment Form and have their own Public Liability Insurance cover. The Living Crafts UK organisers may want to check that you have these things covered, so bring proof on the day. The HVA Risk Assessment is available as a download.

**12 TAKE-DOWN AT THE END OF EACH DAY ON THURSDAY, FRIDAY, SATURDAY**

After 5 pm – and when the last visitor has left our marquee – we start to take down, clearing the display tables and grid wall, wiping tables, bringing in the HVA Banner flags, and reloading cars.

The ‘lead’ artist each day makes sure the marquee is clear, tidy and ready for the next day and closed up. Don’t make them hang around because you are slow! Remember to tell the lead artist about your sales and remember to settle your commission as requested by the organisers.

**13 TAKE-DOWN AT THE END OF THE EVENT ON SUNDAY**

At the end of the day there will be an announcement when stall holders can start to take down.

On Sunday, as well as the take-down described above, we have to take down bunting and other HVA display materials from the marquee, and remove the grid wall panels. The lead artist on Sunday will make sure these things are safely loaded up and taken away for use at other events. Everyone is expected to help – many hands making light work! Tables and chairs can be left in the marquee for Living Crafts UK to clear.

**14 HOW ARE ANY SALES HANDLED?**

Each artist deals with their own sales, keeping a record of monies taken and eventually paying the commission on their total sales. At the end of each day, tell the lead artist how much you have taken. Remember to bring a float for any cash sales and a card reading device or phone app to use (if you have one). Most artists are very generous with the use of their card reading device. Remember to exchange contact details so you can sort out the transfer of money. There is a fee per transaction on such devices, so you will be liable for covering that sum (usually about 2%).

**15 DO WE PAY ANY COMMISSION ON SALES?**

Yes. 15% commission on sales is payable to Living Crafts UK. Keep a record of all your sales and total up at the end of the day, then calculate 15%. HVA trusts its participants to settle this payment.

**16 HOW IS COMMISSION PAID?**

Payment can be made in cash or by cheque taken to the Showcase Pavilion at the end of the day – remember to get a receipt or signature to show you have paid. Cheques should be payable to Living Crafts Events Ltd. Or, you can pay later by bank transfer to this account: account details here

Payment of commission has to be made by 1 June 2024.

**17 LIVING CRAFTS BANK DETAILS FOR COMMISSION PAYMENT**

The bank details are:

Living Crafts Events Ltd

Account 63828776

Sort 09-01-28