



**BK 2019**

## **Guidelines for Exhibitors on Labelling, Delivering and Collecting Work**

**Conditions for acceptance of work** – Only work that was **entered on your entry details form** can be accepted for the exhibition. If you are withdrawing work already entered please notify the exhibition co-ordinator in advance of the delivery date or notify the steward receiving your work at the venue, so that it can be deleted from the Check-in Sheets. It will not be possible for alternative work to be substituted for withdrawn work unless the description and selling price are identical to the original.

All work is accepted entirely at the maker's risk and on the understanding that neither the Southern Ceramic Group, Bishop's Palace nor the exhibition organisers will be held liable for work lost, stolen or damaged during the show. Please note that the Group's insurance policy does not cover such losses.

**Labelling Work** – Each piece must bear **three small white self-adhesive labels**. One of these will be your selling price. The other two will be identical (a safeguard in case one falls off) showing your SCG membership number followed by a full stop and then the exhibit number which matches the number for that piece on your entry details form, e.g. 393.7. Suitable self-adhesive labels are commonly available from stationery suppliers, supermarkets, etc. Sometimes the small labels easily come unstuck; it might be sensible to check their stickiness and cover with sellotape if in doubt. Usually the best position for the labels will be the base of the work. If this is not appropriate for your pieces please find another suitable inconspicuous position.

**Delivering Work** – Work should be delivered to the exhibition venue (see map on page 2) between **9:00 am and 12.30 pm on Thursday 25<sup>th</sup> July**.

Parking at the Bishop's Palace is very limited, so you can **park there briefly. DO NOT park beyond the point** where it says no parking for visitors / parking only for the Palace. On arrival bring your boxes into the exhibition area and **then park your car in a public car park** before returning to the venue to unpack the work and sign it in. If we are seen to abuse the parking permissions granted us at the Bishop's Palace, or if problems with parking arise, then the Bishop's Palace are unlikely to allow us to use the venue in future years.

After unwrapping your work, place the pieces all together on a table and **make yourself known to one of the check-in stewards** who will sign in your work after checking that it is correctly labelled, stable, not unduly fragile, fit for purpose and has no obvious faults. Work will be subject to a further assessment by the core team for exhibition suitability later in the day. There is only limited storage space so **please take any boxes away with you** – we cannot guarantee that any left will still be there when the show is dismantled.

If you have any special instructions for stewards selling your work please bring a typed copy headed with your name and SCG membership number. Such instructions may refer to, for example, how to wrap and pack (particularly for jewellery), provisions of after-care information to buyers (e.g. bright sunlight may cause colours to fade), etc.

**Displaying work** – This will be carried out by the display team during the afternoon of Thursday 25<sup>th</sup> and on Friday 26<sup>th</sup> July. **Unless you have previously agreed your display arrangements with me please do not bring display stands, etc. to the show.**

Space does not permit all work submitted to be displayed at one time. Subject to satisfactory assessment, the organisers will try always to have a representative display of each exhibiting artist's work on show. As work is sold, other work available by the same artist will be used to fill the gap.

**Collecting work** – Unsold work must either be collected immediately after the show closes, between **5:00 pm and 6:30 pm on Sunday 11<sup>th</sup> August** or **between 9:00 am and 10:30 am on Monday 12<sup>th</sup> August**. Please note that work should not be removed while the exhibition is in progress. All work **must be signed out with a steward** before it is taken away. It is vital that we minimise parking at the venue. Please park elsewhere until you have packed your boxes, then collect your car and return to the Bishop's Palace to load up. Unless alternative arrangements have been made with the organisers, any work not collected is at risk of loss.

**Payment for sales** – After the event has closed you will receive an email advising you of the amount due to you. Payments will be made as soon as practicable after the event.

**Venue location** (see map below) – For delivering/collecting work please come to the Bishop's Palace, Canon Lane, Chichester, PO19 1PY. Canon Lane is accessed from the south of the town, via South Street. Please take care when driving in South Street and Canon Lane as these roads are restricted access and pedestrians may not expect cars. Once parked at the Bishop's Palace please enter through the doors at the end of the parking area – The Bishop's Kitchen may be found along the corridor to the right.

Access for the public to the exhibition is through the cathedral precincts.

**Members and friends evening** – Do join us and bring your friends, family and your best customers to our private view evening from 6:00 pm to 8:30 pm on Friday 26<sup>th</sup> July. **Entrance from the Cathedral precincts** (parking at the Bishop's Palace is only available for disabled visitors). Work will be available for purchase.

