

## **TERMS AND CONDITIONS FOR TRAILS APPLICANTS - 2011**

By registering and applying you are accepting the following terms and conditions :

### **CHANGES TO THE PROGRAMME**

The Festival reserves the right to make any changes as necessary or to reject applications if appropriate.

### **COMMISSION ON SALES**

Please note that, as in 2010, we are asking all artists and makers who have total sales in excess of £100 to pay 10% commission on their total sales. Artists and makers selling less than £100 will not pay commission.

### **EQUIPMENT AND ELECTRICAL ITEMS**

Artists must ensure equipment they bring is safe and fit for purpose. Artists must ensure that any electrical equipment they bring is safe and has an up to date PAT test.

### **FEES**

There is an initial registration fee of £5 per person for all artists and makers applying. The application fee is not refundable, and is used to cover our costs of processing and management of the trails. We ask all artists to apply on line, however if you are unable we can on your behalf apply on line for an administration fee of £10.

Once selected fees are as follows

- £35 general fee
- £25 for artists using their own home
- £15 for students and graduates in their first 3 years of practice

All visitors to the Trails will be charged an entrance fee of £5 for the weekend, under 16's are free. Selected artists will each receive 2 free entrance passes to the trails. Please note only 2 passes will be issued per application fee paid.

### **INSURANCE**

The Festival accepts no liability for damage to or loss of work or other equipment either on display or in transit. It is essential that artists take out their own insurance to cover all risks associated with their participation in the Trails.

All exhibitors are required to have a minimum of £5 million public liability insurance. One of the most cost effective ways to take out Public Liability Insurance is to subscribe to A N (Artist Newsletter [www.a-n.co.uk](http://www.a-n.co.uk)) and become a member of AIR (Artists Interaction and Representation) For the cost of the annual subscription ( c.£34) you will get the monthly magazine and £5million public and product liability.

### **MARKETING MATERIALS**

The production of our guides and other marketing depends on the provision of information by the artist in the application form. The Festival accepts no liability for any errors or omissions in its advertising and promotional material.

### **PROPOSALS**

All applications should be submitted on line. Decisions by the Selection Panel are made entirely on the applications submitted and places are limited, so it is important to that the correct information is provided to allow an informed decision. Images should be representative of the work to be shown and should be no more than 3years old.

### **SELECTION PROCESS**

The selection panel consisting of practicing artists and designer makers, curators and academics connected with Universities and arts organisations in the region, meets during April, with final decisions by the beginning of May. The selection will be based on your application meeting at least two of the following criteria;

- High quality of concept and realization
- Challenging and contemporary ideas.
- Work of interest and relevance to our audiences
- Exceptional level of engagement with chosen medium
- Innovative ideas for design.

The Selection Panels' decision is final. Unfortunately the panel is unable to give feedback, due to the high number of applications.

### **SELECTION POLICY**

All artists who wish to be part of the Trail and be listed in promotional literature must make an application and go through the selection process. All artists who exhibit in their own home will be automatically selected.

### **VENUE ALLOCATION – including Designer Makers**

Apart from artists exhibiting in their own homes, artists cannot always be guaranteed a specific venue, size of space or a joint exhibitor. We will, however, respond to preferences where possible and seek to allocate artists to appropriate venues. We need to keep the Festival fresh and interesting to visitors so cannot guarantee to match venues with artist for more than 3 consecutive years. Each artist has full responsibility to examine the venue in advance and make sure that it is suitable.

The Designer Makers will consist of approximately 30-40 indoor spaces at the Town Hall and Memorial Hall. Artists can indicate a preference to exhibit as part of the Designer Makers however the final decision will be made by the selection panel.

Please contact your venue host well in advance – as soon as possible after you receive your confirmation letter - to discuss proposals, and contact us before the end of July if there are any problems. It will not be possible to make any changes in venue allocations after this date.

### **VENUE HOSTS**

All the venue hosts have very generously agreed to let the Festival and exhibiting artists use their home during the weekend. Every artist is expected to respond by respecting this and taking steps to ensure there is no damage or disturbance to the venue during the weekend. Venue hosts kindly offer use of their space free of charge so please ensure you restore the space to its original condition and thank the hosts for their support.